



## TENNESSEE DEPARTMENT OF CORRECTION

Tennessee Correction Academy | *"Leading By Positive Example"*

### COURSE CATALOG – FY 2014-2015



## **TENNESSEE CORRECTION ACADEMY TRAINING ENROLLMENT INFORMATION**

The Tennessee Correction Academy is proud to provide the training opportunities listed in this catalog. If you have any questions concerning any of our programs, you may contact any of the following people for further enrollment information or contact your facility Training Coordinator/Specialist.

John Washer, Training Director II – [john.c.washer@tn.gov](mailto:john.c.washer@tn.gov) – (931) 461-7689

Betty Allison, Training Director I – [betty.j.allison@tn.gov](mailto:betty.j.allison@tn.gov) – (931) 461-7691

Capt. Mike Long, Program Manager – Field Services Programs – [charles.mike.long@tn.gov](mailto:charles.mike.long@tn.gov) – (931) 461-7692

Capt. Anthony Roark, Program Manager – Children’s Services Programs – [anthony.l.roark@tn.gov](mailto:anthony.l.roark@tn.gov) – (931) 461-7681

Capt. Sean Lenart, Program Manager – Adult Services Programs – [sean.m.lenart@tn.gov](mailto:sean.m.lenart@tn.gov) – (931) 461-7763

Capt. Rick Thompson, Senior Drill Instructor – BCOT Program – [rick.l.thompson@tn.gov](mailto:rick.l.thompson@tn.gov) – (931) 461—7712

Sandra Johnson, Records – Specialty Training Programs – [sandra.m.johnson@tn.gov](mailto:sandra.m.johnson@tn.gov) – (931) 461-7687

Mary Neal, Records, Pre-Service Training Programs – [mary.m.neal@tn.gov](mailto:mary.m.neal@tn.gov) – (931)-461-7688

## ***TENNESSEE CORRECTION ACADEMY***

The Tennessee Correction Academy is proud of the training opportunities we provide the employees of the Tennessee Department of Correction Adult Services and Field Services Division and the Department of Children's Services. Our focus is to provide quality regimented pre-service training programs and specialty programs aimed at staff development, Supervisory and Management skills development and succession planning.

## ***TENNESSEE DEPARTMENT OF CORRECTION***

### **MISSION**

To operate safe and secure prisons and provide effective community supervision in order to enhance public safety

### **VISION**

To be recognized as the best correctional agency in the nation.

### **GUIDING PRINCIPLES**

**We .....**

- believe in and support the mission of our agency and our team.
- will treat all people fairly.
- will not purposely compromise public safety.
- will stand behind our word.
- will protect each other but not at the expense of compromising our integrity.
- Will always accomplish our mission.

# ***TENNESSEE CORRECTION ACADEMY***

## **MISSION**

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

## **VISION**

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

## **VALUES**

Implementing a targeted training system  
Operating in a quality facility  
Making training a clear priority

## ***OUR MOTTO***

**ONE MISSION:** To operate safe and secure prisons and provide effective community supervision in order to enhance public safety.

**ONE MESSAGE:** We will not compromise public safety.

**ONE TEAM:** We will carry out our mission and deliver our message as one team!

**TENNESSEE CORRECTION ACADEMY  
A POST CERTIFIED ACADEMY**

On October 18, 2013, the Tennessee Correction Academy received approval from the POST (Peace Officer Standards and Training) Commission to be designated as a POST certified Academy. After previous inspections of the Academy by POST Commission members and other officials, the formal request was unanimously approved.

This is an unprecedented and historic achievement for the Tennessee Department of Correction. This allows for designated instructors to be POST Certified Instructors and specific curriculum to be approved as POST certified courses. This also allows the Tennessee Department of Correction to partner with Law Enforcement Agencies to offer additional law enforcement training.

Courses/programs currently approved to receive POST approved training hours are:

- Hostage Negotiation Training
- Incident Command System Training
- New Supervisor Training
- Basic Managerial Development Program
- Training for Trainers
- Defensive Tactics
- Chemical Agents
- Firearms
- Firearms Instructor
- Semi-Automatic Pistol Transition Course
- Victim Sensitivity
- Report Writing
- Cultural Diversity
- Recognizing Child and Elderly Abuse

For further information, please contact John Washer, Training Director II at [john.c.washer@tn.gov](mailto:john.c.washer@tn.gov) or at 931-461-7689.

## ***PRE-SERVICE TRAINING DATES – FY 2014 – 2015***

### **Basic Correctional Officer Training**

<b>CLASS NUMBER</b>	<b>DATE</b>
501	July 7 through August 1, 2014
502	August 11 through September 5, 2014
503	September 15 through October 10, 2014
504	October 20 through November 14, 2014
505	November 17 through December 19, 2014 (Will return to facility 11/24-28/14 due to holiday)
506	January 5 through January 30, 2015
507	February 9 through March 6, 2015
508	March 16 through April 10, 2015
509	April 20 through May 15, 2015
510	May 26 through June 19, 2015

### **Basic Correctional Professionals Training**

<b>CLASS NUMBER</b>	<b>DATE</b>
501	July 21 through August 1, 2014
502	August 25 through September 5, 2014
503	September 29 through October 10, 2014
504	November 3 through November 14, 2014
505	December 8 through December 19, 2014
506	January 20 through January 30, 2015
507	February 23 through March 6, 2015
508	March 30 through April 10, 2015
509	May 4 through May 15, 2015
510	June 8 through June 19, 2015

## ***PRE-SERVICE TRAINING DATES – FY 2014 – 2015***

### **Basic Probation/Parole Officer Training**

**(There will be a one-week break between weeks four and five of each class.)**

<b>CLASS NUMBER</b>	<b>DATE</b>
501	July 7 through August 22, 2014
503	September 15 through October 31, 2014
506	January 5 through February 20, 2015
508	March 16 through May 1, 2015

### **Basic Children's Service Officers**

<b>CLASS NUMBER</b>	<b>DATE</b>
502	August 11 through August 29, 2014
504	October 20 through November 7, 2014
505	November 17 through December 12, 2014 (Will return to facility 11/24-28/14 due to holiday)
507	February 9 through February 27, 2015
509	April 20, through May 8, 2015
510	May 26 through June 12, 2015



## ***SPECIALTY TRAINING DATES – FY 2014-2015\****

\*Additional training may be added dependent upon Departmental initiatives and needs. Information will be provided to facilities regarding any additions or cancellations to this schedule.

<b>SERGEANT'S ACADEMY*</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
601	July 7 through July 18, 2014
611	September 15 through September 26, 2014
621	December 1 through December 12, 2014
629	February 9 through February 20, 2015
639	April 20 through May 1, 2015
647	June 15 through June 26, 2015

\*Applications for the Sergeant's Academy are on the TDOC Intranet page under "Manuals and Training". Applications may be submitted at any time. Those selected will be notified as soon as possible. Those applications are to be forwarded to the following:

[Lolie.Jones@tn.gov](mailto:Lolie.Jones@tn.gov)

<b>ADJUNCT INSTRUCTOR/TRAINING FOR TRAINERS</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
603	July 21 through July 25, 2014
620	November 17 through November 21, 2014
636	March 30 through April 3, 2015

<b>BASIC MANAGERIAL DEVELOPMENT PROGRAM</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
603	July 21 & 22, 2014
609	September 2 & 3, 2014
613	September 29 & 30, 2014
616	October 20 & 21, 2014
623	December 15 & 16, 2014
626	January 20 & 21, 2015
631	February 23 & 24, 2015



BASIC MANAGERIAL DEVELOPMENT PROGRAM (CONT.)	
637	April 6 & 7, 2015
641	May 4 & 5, 2015
646	June 9 & 9, 2015

NEW SUPERVISOR TRAINING	
CLASS NUMBER	DATE
604	July 28 through August 1, 2014
618	November 3 through November 7, 2014
624	January 5 through January 9, 2015
642	May 11 through May 15, 2015

FIREARMS INSTRUCTOR TRAINING	
CLASS NUMBER	DATE
620	November 17 through November 21, 2014
636	March 30 through April 3, 2015

INCIDENT COMMAND SYSTEM	
CLASS NUMBER	DATE
612	September 22 through September 24, 2014
617	October 27 through October 29, 2014
625	January 12 through January 14, 2015
644	May 26 through May 28, 2015

INSTITUTIONAL FIELD TRAINING OFFICER	
CLASS NUMBER	DATE
608	August 25 through August 26, 2014

<b>PROBATION/PAROLE OFFICER USE OF FORCE TRAINING</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
608	August 25 through September 5, 2014
618	November 3 through November 14, 2014
622	December 8 through December 19, 2014
631	February 23 through March 6, 2015
641	May 4 through May 15, 2015
646	June 8 through June 19, 2015

<b>CHEMICAL AGENT INSTRUCTOR TRAINING</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
608	August 25, 2014

<b>WARDEN'S ACADEMY</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
606	August 11 – August 15, 2014
615	October 13 – October 17, 2014
625	January 12 – January 16, 2015
634	March 16 – March 21, 2015

<b>DISCIPLINARY BOARD WORKSHOP</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
613	September 29 - October 1, 2014
625	January 12 - January 14, 2015

<b>PISTOL TRANSITION COURSE</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
610	September 8 - September 12, 2014
646	June 8 – June 12, 2015

<b>ADULT TRANSPORTATION OFFICERS</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
616	October 20 through October 31, 2014
634	March 16 through March 27, 2015
644	May 26 through June 5, 2015

<b>TRAINING DESIGN TEAM</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
622	December 8 & 9, 2014

<b>VISITATION SUPERVISORS' WORKSHOP</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
626	January 20 & 21, 2015
632	March 2 & 3, 2015

<b>HOSTAGE NEGOTIATOR TRAINING</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
627	January 26 through January 30, 2015

<b>SANITATION OFFICER TRAINING</b>	
<b>CLASS NUMBER</b>	<b>DATE</b>
639	April 20, 2014

**PRE-SERVICE SCHEDULES AND  
COURSE SYLLABUS**

## BASIC CORRECTIONAL OFFICER TRAINING – WEEK 1 SCHEDULE FY 14-15

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Human Resources In-Processing Insurance, Benefits, Payroll	3.5		Institutional Orientation
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Employee Rights & Responsibilities	1.0		Institutional Orientation
	1:30 - 2:30		Drug-Free Workplace*	1.0		Institutional Orientation
	2:30 - 5:00		Fingerprints, I.D.'s, Drug Screens	2.5		Institutional Orientation
<b>TUESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Employee Assistance Program*	1.0		Institutional Orientation
	9:00 - 11:00		CISM (Critical Incident Stress Management)*	2.0		Institutional Orientation
	11:00 - 12:00		Institutional Mission, Goals, & Vision	1.0		Institutional Orientation
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Institutional Tour & Job Shadowing	4.0		Institutional Orientation
<b>WEDNESDAY = 8.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Fire Safety & Emergency Evacuation Procedures & 4-Minute Response	2.0		Institutional Orientation
	10:00 - 11:30		Universal Precautions & Communicable Diseases	1.5		Institutional Orientation
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Personal Protective Equipment & Bio-Hazard Waste Disposal	1.0		Institutional Orientation
	1:30 - 3:00		Emergency Operations Plan	1.5		Institutional Orientation
	3:00 - 4:30		Suicide Prevention & Intervention*	1.5		Institutional Orientation
	4:30 - 5:30		Title VI*	1.0		Institutional Orientation
<b>THURSDAY = 7.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Appropriate Conduct with Offenders & Co-Workers	2.0		Institutional Orientation
	10:00 - 12:00		Communication, Professionalism & Command Presence*	2.0		Institutional Orientation
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Role of Law Enforcement Unit*	1.5		Institutional Orientation
	2:30 - 3:30		Security Procedures: Key Control*	1.0		Institutional Orientation
	3:30 - 4:30		Security Procedures: Tool Control*	1.0		Institutional Orientation
<b>FRIDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Employee/Inmate Substance Abuse*	2.0		Institutional Orientation
	10:00 - 12:00		Segregation*	2.0		Institutional Orientation
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Segregation*	1.5		Institutional Orientation
	2:30 - 5:00		Control of Contraband*	2.5		Institutional Orientation

\* Indicates an academy prepared lesson plan. All others are part of the institutional orientation and are the responsibility of the institution.

## BASIC CORRECTIONAL OFFICER TRAINING – WEEK 2 SCHEDULE FY 14-15

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Security Procedures: Population Counts*	1.5	Institutional Orientation	
	9:30 - 11:30		Population Count Skill – Observation in all Areas*	2.0	Institutional Orientation	
	11:30 - 12:30		Lunch			
	12:30 - 2:00		Security Procedures: Control of Gates, Perimeters, & Security*	1.5	Institutional Orientation	
	2:00 - 3:30		Control of Gates, Perimeters, & Security Skills*	1.5	Institutional Orientation	
	3:30 - 5:00		Transportation/Inmate Escort/Vehicle Searches*	1.5	Institutional Orientation	
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Supervision of Inmates: Dining Room/Yard Supervision*	1.0	Institutional Orientation	
	9:00 - 11:00		Dining Room/Yard Supervision Skills*	2.0	Institutional Orientation	
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Security Procedures: Personal Searches *	2.0	Institutional Orientation	
WEDNESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Radio Communication *	2.0	Institutional Orientation	
	10:00 - 12:00		Security Procedures: Cell/Area Searches*	2.0	Institutional Orientation	
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Cell/Area Searches Skills*	4.0	Institutional Orientation	
THURSDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:30		Inmate Rules & Grievances*	2.5	Institutional Orientation	
	10:30 - 11:30		Volunteers: Their Impact*	1.0	Institutional Orientation	
	11:30 - 12:30		Lunch			
	12:30 - 3:00		Inmate Disciplinary Procedures*	2.5	Institutional Orientation	
	3:00 - 4:00		Victim Awareness*	1.0	Institutional Orientation	
FRIDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 11:30		Institution Specific Training/Job Shadowing	4.0	Institutional Orientation	
	11:30 - 12:30		Lunch			
FRIDAY = 8.0	12:30 - 4:30		Institution Specific Training/Job Shadowing	4.0	Institutional Orientation	

\* Indicates an academy prepared lesson plan. All others are part of the institutional orientation and are the responsibility of the institution.

## BASIC CORRECTIONAL OFFICER TRAINING – WEEK 3 SCHEDULE FY 14-15

<b>MONDAY = 9.5</b>	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation & Formal Inspection – (A & B)			DI	
	6:00 - 7:00	DRIL1	Breakfast (No Talking) – (A & B)			DI	Chow Hall
	7:00 - 10:30		Physical Triage – (A) + MMPI – (B)		3.5		Clinic/Armory
	10:30 - 11:30	DRIL1	Lunch (No Talking) – (A & B)			DI	Chow Hall
	11:30 - 12:00		Physical Triage – (A) + MMPI – (B)		.5		Clinic/Armory
	12:00 - 4:00		MMPI – (A) + Physical Triage – (B)		4.0		Armory/Clinic
	4:00 - 5:00	DRIL1	Supper (No Talking) – (A & B)			DI	Chow Hall
	5:00 - 6:30		Introduction to Physical Fitness (A & B)		1.5	DI	Auditorium
	6:30 - 6:45		Formation – Evening Dismissal – (A & B)			DI	Memorial
<b>TUESDAY = 9.5</b>	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation & Formal Inspection – (A & B)			DI	GYM
	6:00 - 7:00	DRIL1	Breakfast (No Talking) – (A & B)			DI	Chow Hall
	7:00 - 10:30		Physical Exam (A)	Room Inspections (B) .5 Leadership Development (B) 1.0 Staff Teamwork (B) 2.0	3.5		Clinic/Living Area
	10:30 - 11:30	DRIL1	Lunch (No Talking) – (A & B)			DI	Chow Hall
	11:30 - 3:00		Room Inspections (A) .5 Leadership Development (A) 1.0 Staff Teamwork A) 2.0	Physical Exams (B)	3.5		Living Area/Clinic
	3:00 - 4:00		Work Ethics Part 1 (A & B)		1.0		
	4:00 - 5:00	DRIL1	Supper (No Talking) – (A & B)			DI	Chow Hall
	5:00 - 6:30		Work Ethics Part 2 – (A & B)		1.5		
	6:30 - 6:45		Formation – Evening Dismissal – (A & B)			DI	Memorial
<b>WEDNESDAY = 9.0</b>	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation & Formal Inspection – (A & B)			DI	GYM
	6:00 - 7:00	DRIL1	Breakfast (No Talking) – (A & B)			DI	Chow Hall
	7:00 - 7:30		Housekeeping/Sanitation			DI	Living Area
	7:30 - 8:30		Post Test for Weeks 1 & 2 (A&B)		1.0		
	8:30 - 10:30		Social/Cultural Lifestyles of Inmates(A&B)		2.0		
	10:30 - 11:30	DRIL1	Lunch (No Talking) – (A & B)			DI	Chow Hall
	11:30 - 1:00		Security/Custody Levels (A&B)		1.0		
	1:00 - 3:00		Prison Rape Elimination Act – (A & B)		2.0		
	3:00 - 4:00		Physical Fitness Overview-Nutrition– (A & B)		1.0	DI	Auditorium
	4:00 - 5:00	DRIL1	Supper (No Talking) – (A & B)			DI	Chow Hall
	5:00 - 7:00		Physical Fitness – (A & B)		2.0	DI	Gym
	7:00 - 7:15		Formation – Evening Dismissal – (A & B)			DI	Memorial
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module		Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation & Formal Inspection – (A & B)			DI	GYM
	6:00 - 7:00	DRIL1	Breakfast (No Talking) – (A & B)			DI	Chow Hall
	7:00 - 7:30	INSP2	Housekeeping – Sanitation – (A & B)			DI	Living Area
	7:30 - 10:30		Clinic Reviews (A) + Respectful Workplace (B)		3.0		Clinic/Armory
	10:30 - 11:30	DRIL1	Lunch (No Talking) – (A & B)			DI	Chow Hall



	11:30 - 12:30		Clinic Reviews (A) + Respectful Workplace (B)	1.0		Clinic/Armory
	12:30 - 4:00		Respectful Workplace (A) + Clinic Reviews (B)	3.5		Auditorium/Clinic
	4:00 - 5:00	DRIL1	Supper (No Talking) – (A & B)		DI	Chow Hall
	5:00 - 5:30		Respectful Workplace (A) + Clinic Reviews (B)	.5		Auditorium/Clinic
	5:30 - 6:30		Overview of TRICOR & Rehab Services – (A & B)	1.0		Auditorium
	6:30 - 6:45		Formation – Evening Dismissal – (A & B)		DI	Memorial
FRIDAY = 3.0	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>		<b>Location</b>
	5:45 - 6:00	INSP1	Formation & Formal Inspection – (A & B)		DI	GYM
	6:00 - 7:00	DRIL1	Breakfast (No Talking) – (A & B)		DI	Chow Hall
	7:00 - 7:30	INSP3	Housekeeping/ Sanitation/Linen Exchange (A & B)		DI	Living Area
	7:30 - 9:00		Sudden in Custody Death Syndrome – (A & B)	1.5		Auditorium
	9:00 - 10:30		Physical Fitness Assessment (A & B)	1.5	DI	Auditorium
	10:30 - 11:30	DRIL1	Lunch (No Talking) – (A & B)		DI	Chow Hall
	11:30 - 11:45		Formation – Weekend Dismissal – (A & B)		DI	Memorial

**Total Hours: 40**

## BASIC CORRECTIONAL OFFICER TRAINING – WEEK 4 SCHEDULE FY 14-15

MONDAY = 8.5	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	5:45 - 6:00		Formation – Formal Inspection [A & B]			DI		Gym	
	6:00 - 7:00		Breakfast – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	7:00 - 7:30		Housekeeping – Sanitation [A & B]			DI		Living Area	
	7:30 - 10:30		Firearms – Policy and Procedure [A & B]		3.0	DI			
	10:30 - 11:30		Lunch – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	11:30 - 12:00		Firearms – Policy and Procedure [A & B]		.5	DI			
	12:00 - 2:00		Firearms – Revolver [A & B]		2.0	DI			
	2:00 - 4:00		Firearms – Shotgun [A & B]		2.0	DI			
	4:00 - 5:00		Supper – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	5:00 - 6:00		Physical Fitness [A & B]		1.0	DI		Gym/Walking Trail	
TUESDAY = 9.5	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	5:45 - 6:00		Formation – Formal Inspection [A & B]			DI		Gym	
	6:00 - 7:00		Breakfast – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	7:00 - 10:00		Range Familiarization [A & B]		3.0	DI		Armory	
	10:00 - 10:30		Firearms Skills [A & B]		.5	DI		Armory	
	10:30 - 11:30		Lunch – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	11:30 - 1:30		Firearms Skills [A & B]		2.0	DI		Gym	
	1:30 - 2:30		Firearms Test [A & B]		1.0	DI		Armory	
	2:30 - 4:00		First Aid (A&B)		1.5				
	4:00 - 5:00		Supper – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	5:00 - 6:30		Physical Fitness [A & B]		1.5	DI		Gym/Walking Trail	
WEDNESDAY = 9.5	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	5:45 - 6:00		Formation – Formal Inspection [A & B]			DI		Gym	
	6:00 - 7:00		Breakfast – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	7:00 - 10:30		Firearms Qualification [A] 1 <sup>st</sup> & 2 <sup>nd</sup> Squads Uniform Issue (A) 3 <sup>rd</sup> & 4 <sup>th</sup> Squads	Housekeeping – Sanitation [B] (7:00-7:30) Electronic Restraint Devices [B] (7:30 – 10:30)	3.5	DI	DI	Armory [A] 1 & 2 Rye (A)3&4	Living Area [B]
	10:30 - 11:30		Lunch – Dining Drill (No Talking) [A & B]					Chow Hall	
	11:30 - 4:00		Firearms Qualification [A] 3 & 4 Squads Uniform Issue (A) 1&2 Weapons Maintenance (All Squads)(1:00– 4:00)	ERD Test (A) (11:30 - 12:00) RACC Belt (A)(12:00 - 1:00) CPR (B) (1:00 – 4:00)	4.5	DI	DI	Armory (A)3&4 Rye (A)1&2	
	4:00 - 5:00		Supper – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	5:00 - 6:30		Physical Fitness [A & B]		1.5	DI		Gym/Walking Trail	
	6:30 - 6:45		Formation – Evening Dismissal [A & B]			DI		Memorial	

THURSDAY = 9.0	Time Block	ID#	Training Module		Hrs.	Instructor		Location	
	5:45 - 6:00		Formation – Formal Inspection [A & B]			DI		Gym	
	6:00 - 7:00		Breakfast – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	7:00 - 10:30		Housekeeping – Sanitation [A] (7:00 – 7:30) Electronic Restraint Devices [A] (7:30 - 10:30)	Firearms Qualification [B] 1 <sup>st</sup> and 2 <sup>nd</sup> Squads Uniform Issue (B) 3 <sup>rd</sup> and 4 <sup>th</sup> Squads	3.5	DI	DI	Living Area [A]	Armory [B] 1&2 Rye 3&4
	10:30 - 11:30		Lunch – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	11:30 - 4:00		ERD Test (A) (11:30 - 12:00) RACC Belt (A)(12:00 - 1:00) CPR (A)(1:00 – 4:00)	Firearms Qualification [B] 3 <sup>rd</sup> and 4 <sup>th</sup> Squads Uniform Issue (B) 1 <sup>st</sup> and 2 <sup>nd</sup> Squads Weapons Maintenance All Squads (3:00-4:00)	4.5	DI	DI		Armory (B) 1&2 Rye 3&4
	4:00 - 5:00		Supper – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	5:00 - 6:00		Mid-Term Exam- 80% Required [A & B]		1.0	DI			
	6:00 - 6:15		Formation – Evening Dismissal [A & B]			DI		Memorial	
FRIDAY = 3.5	Time Block	ID#	Training Module		Hrs.			Location	
	5:45 - 6:00		Formation – Formal Inspection [A & B]			DI		Gym	
	6:00 - 7:00		Breakfast – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	7:00 - 7:30		Housekeeping/Sanitation/Linen Exchange			DI		Living Area	
	7:00 - 7:30		Mid-Term Re-Tests/Cadet Meeting [A & B]		.5				
	7:30 - 9:00		Legal & Professional Issues [A & B]		1.5				
	9:00 - 10:30		Recognizing Disturbances [A & B]		1.5				
	10:30 - 11:30		Lunch – Dining Drill (No Talking) [A & B]			DI		Chow Hall	
	11:30 - 11:45		Formation – Weekend Dismissal [A & B]			DI		Memorial	

**Total Hours: 40**

## BASIC CORRECTIONAL OFFICER TRAINING – WEEK 5 SCHEDULE FY 14-15

MONDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	7:00 - 8:00		Physical Fitness Training [A & B]	1.0	DI	
	8:00 - 8:30	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	8:30 - 10:30	DT1	Defensive Tactics / Intro to Use of Force [A & B]	2.0	DI	Auditorium
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	11:30 - 12:30	DT1	Defensive Tactics / Intro to Use of Force (A & B)	1.0	DI	Auditorium
	12:30 - 2:00	DT2	Defensive Tactics / Use of Force/ Basic Restraints A&B	1.5	DI	Gym
	2:00 - 4:00	DT2	Defensive Tactics / Use of Force/ Basic Restraints A & B	2.0	DI	Gym
	4:00 - 5:00	DRIL1	Supper – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	5:00 - 6:00	DT2	Defensive Tactics / Use of Force/ Basic Restraints A&B	1.0	DI	Gym
	6:00 - 6:15		Formation - Evening Dismissal [A & B]		DI	Memorial
TUESDAY = 9.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	7:00 - 8:00		Physical Fitness Training [A & B]	1.0	DI	
	8:00 - 8:30	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	8:30 - 10:30	DT3	Defensive Tactics / Use of Force / Chokes & Body Locks [A & B]	2.0	DI	Gym
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (((No Talking)))		DI	Chow Hall
	11:30 - 12:30	DT3	Defensive Tactics / Use of Force / Chokes & Body Locks [A & B]	1.0	DI	Gym
	12:30 - 4:00	DT4	Defensive Tactics / Use of Force / Wrist Locks & Joint Manipulations [A & B]	3.5	DI	Gym
	4:00 - 5:00	DRIL1	Supper – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	5:00 - 7:00	DT4	Defensive Tactics / Use of Force / Wrist Locks, Joint Manipulations & Escort Position (A&B)	2.0	DI	Gym
	7:00 - 7:15		Formation - Evening Dismissal [A & B]		DI	Memorial
WEDNESDAY = 9.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	7:00 - 8:00		Physical Fitness Training [A & B]	1.0	DI	
	8:00 - 8:30	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	8:30 - 10:30	DT5	Defensive Tactics / Use of Force / Wrist Locks, Joint Manipulations & Escort Position (A&B)	2.0	DI	Gym
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	11:30 - 1:00		Defensive Tactics Review (A&B)	1.5	DI	Gym
	1:00 - 4:00		Defensive Tactics /Chemical Agents [A & B]	3.0	DI	Gym
	4:00 - 5:00	DRIL1	Supper – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	5:00 - 7:00		Hostage Survival	2.0		
	7:00 - 7:15		Formation - Evening Dismissal [A & B]		DI	Memorial

<b>THURSDAY = 9.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	7:00 - 8:00		Official Photographs (A&B)	1.0	DI	Auditorium
	8:00 - 8:30	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	8:30 - 9:30		Physical Fitness Training [A & B]	1.0	DI	
	9:30 - 10:30		Interpersonal Communication Skills	1.0		
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	11:30 - 12:30		Interpersonal Communication Skills	1.0		
	12:30 - 3:00	DT7	Defensive Tactics / Use of Force [A & B]	2.5	DI	Gym
	3:00 - 4:00	DT8	Defensive Tactics Blunt Instruments/Knives (A&B)	1.0	DI	Gym
	4:00 - 5:00	DRIL1	Supper – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	5:00 - 7:00	DT8	Defensive Tactics Blunt Instruments/Knives (A&B)	2.0	DI	Gym
<b>FRIDAY = 3.0</b>	7:00 - 7:15		Formation - Evening Dismissal [A & B]		DI	Memorial
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	7:00 - 7:30	INSP2	Housekeeping/ Sanitation/Linen Exchange [A& B]		DI	Living Quarters
	7:30 - 8:30	DTT	Defensive Tactics Review/Skill Test	1.0	DI	Gym
	8:30 - 10:30		Cultural Diversity	2.0		
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (((No Talking))) [A & B]		DI	Chow Hall
	11:30 - 11:45		Formation – Awards/Weekend Dismissal [A & B]		DI	Memorial

**Total Hours: 40**

## BASIC CORRECTIONAL OFFICER TRAINING – WEEK 6 SCHEDULE FY 14-15

	MONDAY = 9.5					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL2	Breakfast – Dining Drill [A&B]		DI	Chow Hall
	7:00 - 7:30	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	7:30 - 10:30		E-TOMIS Overview(A)/ Report Writing (B)	3.0		Far A/
	10:30 - 11:30	DRIL2	Lunch – Dining Drill (Talking Allowed) [A & B]		DI	Chow Hall
	11:30 - 12:30		E-TOMIS Overview (A)/ Logbook Entries (B)	1.0		Far A/
	12:30 - 2:30		Working with Mentally Ill Inmates [A & B]	2.0		
	2:30 - 4:00		Levels of Care (Mental Health) [A & B]	1.5		Armory
	4:00 - 5:00	DRIL1	Supper – Dining Drill (Talking Allowed) [A & B]		DI	Chow Hall
	5:00 - 7:00		Physical Fitness Training [A & B]	2.0	DI	Gym
	7:00 - 7:15		Formation - Evening Dismissal [A & B]		DI	Memorial
	TUESDAY = 9.5					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill [A & B]		DI	Chow Hall
	7:00 - 7:30	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	7:30 - 10:30		Report Writing (A) / E-TOMIS Overview (B)	3.0	Special Operations Event	/Far A
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (Talking Allowed) [A & B]			Chow Hall
	11:30 - 12:30		Logbook Entries (A) /E-TOMIS Overview (B)	1.0		/Far A
	12:30 - 3:00		Verbal Judo [A & B]	2.5		
	3:00 - 4:00		Understanding Personalities [A & B]	1.0		
	4:00 - 5:00	DRIL1	Supper – Dining Drill (Talking Allowed) [A & B]		DI	Chow Hall
	5:00 - 7:00		Physical Fitness Training [A & B]	2.0	DI	Gym
	7:00 - 7:15		Formation - Evening Dismissal [A & B]		DI	Memorial
	WEDNESDAY = 9.0					
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill [A & B]		DI	Chow Hall
	7:00 - 8:00	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	8:00 - 10:30		Security Threat Groups (STG-1) [A & B]	2.5		
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (Talking Allowed) [A & B]		DI	Chow Hall
	11:30 - 1:00		Security Threat Groups (STG-2) [A & B]	1.5		
	1:00 - 2:00		Crime Scene Protection [A & B]	1.0		
	2:00 - 3:00		Effective Testimony [A & B]	1.0		
	3:00 - 4:00		Rookie Syndrome (A & B)	1.0		
	4:00 - 5:00	DRIL1	Supper – Dining Drill (Talking Allowed) [A & B]		DI	Chow Hall
	5:00 - 6:00		Final Study Groups – Power Hour [A & B]	1.0	DI	Gym
	6:00 - 7:00		Final Exam - Evening Dismissal [A & B]	1.0	DI	Memorial

<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Gym
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill [A & B]		DI	Chow Hall
	7:00 - 8:00	INSP2	Housekeeping – Sanitation [A & B]		DI	Living Quarters
	8:00 - 9:30		Visitation: A Positive Approach	1.5		
	9:30 - 10:30		Financial Management	1.0		
	10:30 - 11:30	DRIL1	Lunch – Dining Drill (Talking Allowed) [A & B]		DI	Chow Hall
	11:30 - 1:30		Intro to Incident Command System [A & B]	2.0		Auditorium
	1:30 - 3:30		Graduation Rehearsal [A& B]	2.0	DI	Auditorium
	3:30 - 4:00		Meeting with Training Administration [A & B]	0.5		Auditorium
	4:00 - 5:00	DRIL1	Supper – Dining Drill (Talking Allowed) [A & B]		DI	Chow Hall
<b>FRIDAY = 4.0</b>	5:00 - 7:00		Physical Fitness Final Assessment [A & B]	2.0	DI	Study Groups
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:00	INSP1	Formation – Formal Inspection [A & B]		DI	Chow Staging Area
	6:00 - 7:00	DRIL1	Breakfast – Dining Drill [A & B]		DI	Chow Hall
	7:00 - 8:00	INSP3	Housekeeping – Sanitation/Linen Turn-In		DI	Living Quarters
	8:00 - 9:00		Final Exam Re-Test (as needed)	1.0		Farrar A
	8:00 - 10:00		Counseling Skills [A & B]	2.0	DI	Armory
	10:00 - 10:30		Final Graduation Preparation – Line Up [A& B]		DI	Gym
	10:30 - 11:30		Graduation Ceremony/Speeches/ Presentations	1.0	TDOC Staff	Auditorium

**Total Hours: 40**



## ***BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 1***

### **Human Resources In-Processing**

This portion is to allow the institution to complete all necessary paperwork to process the new officers in and add them to the payroll, insurance and benefits.

### **Employee Rights and Responsibilities**

This course provides participants with information regarding their rights and responsibilities as employees of the State of Tennessee.

### **Drug-Free Workplace**

The Tennessee Department of Correction has a Drug-Free Workplace policy that has been in effect for some time and is committed to becoming a drug-free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

### **Employee Assistance Program**

This course is designed to familiarize participants with the services offered by the Employee Assistance Program and methods to access them. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to help employees.

### **Stress and Critical Incident Stress Management**

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

### **Institutional Mission, Goals and Vision**

This course will provide participants with information concerning the mission, goals, and vision of the facility in which they will be working.

### **Fire Safety & Emergency Evacuation Procedures and 4-Minute Response**

This course will provide participants with information concerning the proper method of evacuation during an emergency, the procedures to take in the event of a fire and employee requirements as far as response time during emergency situations.

### **Universal Precautions & Communicable Diseases**

This course will provide participants with information regarding communicable diseases they may encounter in a prison setting, procedures to take to protect themselves and appropriate cleaning procedures.

### **Personal Protective Equipment and Bio-Hazard Waste Disposal**

This course will provide the participants with information the personal protective equipment that is available and when it should be work as well as how to appropriately dispose of potentially harmful waste.

### **Emergency Operations Plan**

This course will provide information regarding the facilities Emergency Operation Plan and the requirements that employees should be aware of.

### **Suicide Prevention and Intervention**

This course is designed to provide staff information for employees and inmates on who is at risk for suicide, some of the reasons that people commit suicide, some warning signs to be aware of and how you can help if you think someone you know is suicidal.

### **Title VI**

This lecture-based course provides the student with information regarding the intent and scope of coverage of Title VI of the Civil Rights Act of 1964, as well as correction-specific program applications to which it applies. Prohibited practices and complaint procedures are identified and policy provisions are thoroughly addressed.

### **Appropriate Conduct with Offenders and Co-Workers**

This course will provide the participant with information regarding the appropriate manner in which to interact with offenders and co-workers.

### **Communication, Professionalism and Command Presence**

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

## **Role of Law Enforcement Unit**

The purpose of this course is to familiarize the new employee with the **role and function of LEU**. Covered items will be: **“how employees get in trouble”**, and conversely, **“how to stay out of trouble.”**

## **Security Procedures: Key Control**

Upon completion of this course the trainee will be able to discuss the importance of maintaining custody and control of the keys we use during daily operations within a correctional facility. Since a large portion of their job is controlling keys, accountability is obviously a fundamental component of this course as well.

## **Security Procedures: Tool Control**

This course will review the policy and procedures that must be maintained for proper tool control within a correctional setting. There will also be class discussion of the procedures an institution must use when inmates perform assigned duties that require the use of tools necessary to adequately perform their tasks.

## **Employee/Inmate Substance Abuse**

Through the use of lecture, handouts, and class discussion the instructor and class will determine which drugs are currently most prevalent in Tennessee prisons as well as those most abused by our employees. Recognition of the prevalent drugs and common methods of concealment and introduction will be stressed. The class will then concentrate on the signs and symptoms of substance abuse, especially those previously determined to be most problematic in Tennessee. Alcohol abuse among correctional employees is the largest substance abuse problem due to stress. This course will also examine the overuse & misuse of prescription drugs. The class will include discussions about inmate drug testing procedures and appropriate disciplinary actions. The class will include the proper gathering of evidence and maintaining the “chain of custody”.

## **Segregation**

This class is designed to provide participants with an insight as to the need for segregation of certain high risk inmates and the different types of segregation that are utilized by the department of correction. It will also identify restraint requirements, activities and privileges, housing and hygiene provisions, personal property and documentation requirements of segregated inmates.

## **Control of Contraband**

The instructor will present a lecture component explaining the various types of contraband and methods of introduction into and concealment in the institution. An in depth review of Departmental Policy governing all types searches will be also conducted.

## ***BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 2***

### **Security Procedures: Population Counts and Skills**

This course is designed to teach participants the rationale for, and procedures used in conducting Inmate Population Counts, by examining the types, purposes, and principals involved. It will also examine common errors in Population Counting, stressing proper techniques and attitudes as the best way to avoid them. Following the classroom portion, participants will have an opportunity to observe counts being conducted and reported.

### **Security Procedures: Control of Gates, Perimeters and Security and Skills**

During this course, the instructor will explain how all TDOC institutions shall maintain safe and secure perimeters that are appropriate to their assigned security designation. The participant will be encouraged to participate through discussion, study and related reading of policies. Following the class, participants will have an opportunity to observe the operations of the gates and perimeters.

### **Transportation/Inmate Escort/Vehicle Searches**

The proper procedures for the transportation and escort of inmates are an important function of any correctional system. Of primary importance during the transportation of inmates is both officer and inmate safety that also adequately protects the public. This course will concentrate on transportation rules and procedures and the proper way to escort inmates in various situations. There will also be a component on the search of transport vehicles.

### **Supervision of Inmates: Dining Room/Yard Supervision and Skills**

Any time you have inmates walking around outside of their housing units or gathered in one location, the potential for serious security and safety problems exist. Contraband being “smuggled” from one location to another, inmates being in unauthorized locations and/or loitering can lead to more serious issues such as assault, escapes, etc. In this course we will discuss these issues and ways to properly supervise inmate movement and small crowd gatherings. Following the class, participants will be given the opportunity to observe Dining Room and Yard procedures.

### **Security Procedures: Personal Searches and Skills**

The overall safety and security of any correctional facility relies greatly upon the ability and the willingness of the employee to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches. Effective searches are one of the primary defenses against escape and other breaches of institutional security. (Reference Policy # 506.06) Following the class, participants will be given an opportunity to conduct personal searches.

### **Radio Communications**

The instructor will define and explain the nomenclature, operation, care, and security matters, pertaining to hand-held two-way radios. The instructor will demonstrate the proper use of a radio. Each trainee will practice and give a return demonstration in the proper use of the radio.

### **Security Procedures: Cell/Area Searches and Skills**

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered. Following the class, participants will be given the opportunity to search cells and areas within the facility.

### **Inmate Rules and Grievances**

Without a clear understanding of the rules which govern inmate life, the employee cannot provide the approved and necessary structure upon which our institutions depend. This course will review the issues concerning inmate responses to employees' enforcement of the rules. This course addresses inmate grievance procedures and the employee's responsibility to respond professionally to all inmate grievances. Further, the employee will learn that professional behavior is the primary technique in minimizing grievances.

### **Volunteers: Their Impact**

The purpose of this course is to acquaint employees with the volunteer program as it is set up in the Department of Correction and its impact on recidivism. Through a lecture and discussion session this course will inform the employee of the reason the department uses volunteers and the appropriate manner to process them in and out.

### **Inmate Disciplinary Procedures**

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

### **Victim Awareness**

The trauma that victims experience when encountering their offender is immeasurable. This class will examine and discuss the victim's experience and how we as a department may be able to minimize the trauma of the victim seeing their attacker again during parole hearings or other victim/offender program meetings. Professional, nonjudgmental demeanor of institutional staff toward visitors will also be discussed.

### **TDOC Overview**

The Tennessee Department of Correction (TDOC) exists for the purpose of safeguarding the public by providing supervision of convicted felons during their period of commitment to its jurisdiction. The Department fulfills its obligations through the incarceration of inmates in a variety of secured institutional settings. All individuals are assigned to the department by the criminal courts of Tennessee and are managed in accordance with the Department of Correction policy and procedure. During this lecture-based class, we will present a basic overview of the TDOC, and its mission. We will examine each institution's population, its function, and any special programs that are offered at that location.

### **Institution Specific Training/Job Shadowing**

This portion is set aside for institutions to provide additional training as desired or to provide participants with an opportunity to job shadow on a post within the facility.

## ***BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 3***

### **Physical Triage**

Participants will be administered basic preliminary testing that will provide information to the medical personnel during the Physical Exam.

### **MMPI Testing**

Participants will be administered a mental health examination by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

### **Introduction to Physical Fitness**

In order to develop a personal fitness program that is safe as well as effective, participants must understand the components of a well-constructed fitness plan, as well as the rationale. This block of instruction will familiarize the participant with key elements necessary to develop and apply an effective personal fitness program.

### **Physical Exam**

Participant s will be administered a physical exam by medical personnel. If the participant is not certified, they will not be allowed to continue in the program.

### **Room Inspections**

All BCOT cadets are subject to a room inspection on a routine basis. Rooms are to be in order with beds made in accordance with Student Handbook directions. Drill Instructors will conduct room inspections and make corrections.

### **Leadership Development**

The purpose of this class is to organize the participants into groups and squads and discuss established guidelines for the duration of the program. Through the use of the BCOT Leadership Development information, the participants will learn teamwork, following instructions, discipline and respect.

### **Staff Teamwork**

This course is designed to develop team building skills, assess and develop leadership ability and to train staff in the principles of team decision making and problem solving. It is also a way to improve inter-cultural relations awareness. The instructor will divide the class into teams. The instructor will then lead the teams through a series of exercises or challenges that will require the team members to make informed decisions.



## **Work Ethics**

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

## **Post Test for Weeks 1 & 2**

Participants will be given an exam that will cover the material that was covered during week 1 and 2 at the facility. This is not a disqualifying exam.

## **Social/Cultural Lifestyles of Inmates**

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more “informal” - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

## **Security and Custody Levels**

During this course the cadets will be given information and explanations regarding the security and custody level designations used by TDOC. This course is designed to help cadets understand the custody levels of inmates and where they can be housed based on their security designation.

## **Prison Rape Elimination Act**

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

## **Physical Fitness Overview – Nutrition**

This is a continuation of the physical fitness introduction and focuses on proper nutrition for a healthier lifestyle.

### **Physical Fitness**

This is the practical application of the physical fitness program where participants complete exercises as directed and a specified walk/run distance.

### **Respectful Workplace**

During this course, we will thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

### **Overview of Rehabilitative Services and TRICOR**

The Tennessee Department of Correction is committed to effective Rehabilitation of offenders. This is exemplified by the TDOC Mission Statement, (i.e. - To enhance public safety in Tennessee through incarceration and rehabilitation of felony offenders). It is a necessary component of a successful Correctional System to provide mechanisms (programs) while a person is incarcerated that will help them improve themselves to a point that re-offending is less likely. Thus both the offender and society are served by these programs. This course will provide an overview of the program offerings by the TDOC in order to address this mission of Rehabilitation.

### **Sudden In Custody Death Syndrome**

Correctional Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive inmates, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Correctional Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring inmate safety and advisory guidelines for care of inmates will also be provided.

### **Physical Fitness Assessment**

Participants complete a 1.5 mile timed run and count the number of push-ups and stomach crunches they can complete in two minutes. This assesses the participant at the beginning of the program and allows them to improve during the program.

## ***BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 4***

### **Firearms Policy and Procedure**

This course of instruction is designed to acquaint you with policies and procedures regarding use of deadly force, criteria for firearms qualification, and personnel authorized to carry firearms. Safety rules for the proper handling of firearms and inspection of ammunition will be discussed to provide for a safe environment during weapon qualification.

### **Firearms – Revolver**

Trainees will receive instruction on the nomenclature of the revolver, which will help enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) will be thoroughly explained. The proper method for loading, firing, and unloading as well as common malfunctions and methods of clearing these malfunctions will be covered. The student will also be presented ballistics information on the ammunition issued to them as well as how to properly clean the revolver. Techniques learned in the classroom will be applied on the range during the qualification period.

### **Firearms – Shotgun**

Trainees will receive instruction on the nomenclature of the 12 gauge pump action shotgun. The ability to identify parts and their function will enable the trainee to perform adequate safety checks of the firearm. Fundamentals of effective marksmanship (breath control, sight alignment, trigger squeeze, stance, and grip) as these apply to the shotgun will be thoroughly explained. The proper method for loading, firing, and unloading the shotgun will be covered to ensure that the trainee is well versed in all aspects of safe handling and operation of the weapon. Trainees will be given the procedures they are to use when cleaning the shotgun. Techniques learned in the classroom will be applied on the range during the qualification period.

### **Range Familiarization**

Before a trainee is allowed to participate in live firing drills on the firing range it is vital that each trainee be given ample opportunity to practice with each weapon in a safe environment until comfortable with each weapon. This course is designed to allow trainees the opportunity to practice handling, loading, and unloading each of the standard issue weapons fired on the range. Participants will practice loading and unloading .38 caliber revolvers, and 12 gauge shotguns using inert ammunition.

### **Firearms Skills**

This is a skills based course that follows classroom instruction and safety instructions on the revolver and shotgun. The participant will demonstrate that they have an understanding of how the guns are loaded and fired while using dummy or inert ammunition. This course is designed to allow the participants to become familiar with each weapon prior to use with live ammunition.

### **Firearms Test**

This is the written component of the firearms program utilized to test comprehension of material presented during the classroom lecture and the skills portion on the revolver and shotgun. Seventy-five percent comprehension is required to pass the test.

### **First Aid Certification**

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

### **Firearms Qualification**

Tennessee Department of Correction requires all Correctional Officers to qualify with the .38 caliber revolver and the 12 gauge shotgun. This course is designed to evaluate the trainee's ability to effectively fire each of these weapons. Each participant will be required to fire a minimum score of 80%.

### **Electronic Restraint Devices**

In this course of instruction, Correctional Officers are trained in the proper use of three electronic restraint devices currently approved by TDOC. The Nova "Spirit", the Nova XR-5000 and the Nova Electronic Stun Shield. The proper use of electronic restrains will add a valuable tool to the correctional officer's options for use of force.

### **Remotely Activated Custody Control (RACC) Belt**

This course is designed to provide participants with an overview of the Remotely Activated Custody Control Belt (RACC). The participant will be provided with information regarding the purpose of the belt, its basic components and how to apply the belt.

### **CPR Certification**

This course is the Adult CPR component. It is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

## **Mid-Term Exam**

Participants are given an exam that covers the material covered during weeks 3 & 4. A score of 80% or more is required to continue in the program.

## **Legal and Professional Issues**

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

## **Recognizing Disturbances**

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

## ***BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 5***

### **Defensive Tactics – Introduction and Use of Force**

This is the first module, of defensive tactics training. During this class the participant will be instructed in the components of the PPCT Force Continuum, areas of the body vulnerable to blows, kicks and applied pressure. Tactical positioning levels will be discussed as well as the defensive techniques of front snap kicks, angle kicks, knee and elbow strikes to protect themselves in event of an attack. Safety precautions will also be covered to reduce the likelihood of injuries.

### **Defensive Tactics – Use of Force/Basic Restraints**

This component of defensive tactics training is designed to familiarize the new employee with the types of force and restraint equipment approved by TDOC policy. Employees will be specifically trained in the use of restraint equipment for transporting inmates and must demonstrate proficiency in their application.

### **Defensive Tactics – Use of Force/Chokes and Body Locks**

This component of defensive tactics consists of escape from a rear chokehold, escapes from body locks from the front/behind with arms pinned next to the body and arms free. Techniques will also be taught in the proper method to break your fall if thrown to the ground.

### **Defensive Tactics – Use of Force/Wrist Locks and Joint Manipulations**

This component of defensive tactics will cover the Ikkyo grip and pain compliance techniques based on martial arts of Aikido. These techniques are used to control a non-compliant inmate. The instructor will demonstrate the Ikkyo grip and bar arm takedown followed by the release of a badge grab and hair grab. Proper holding and application of the handcuffs will be covered prior to the participants demonstrating the Ikkyo with bar arm takedown with hand cuffing. Proper searching and assisting the individual to a standing position with the least amount of effort on their part will complete the techniques.

### **Defensive Tactics – Use of Force/Wrist Locks, Joint Manipulations and Escort Positions**

This component of defensive tactics will focus on the Sankyo grip (C-clamp) pain compliance hold from the escort position in order to control potential or unruly inmates. They will also receive instruction on the Bar Arm Takedown, the Transport Wristlock (Goose Neck) and the Bar Hammerlock using the Sankyo grip. Students will be required to handcuff their partner after application of the Bar Arm Takedown, search them and assist them to a standing position safely.

### **Defensive Tactics – Use of Force/Chemical Agents**

This component of defensive tactics/use of force introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture, demonstration and practical application. They will receive either a level 1 or level 2 exposure to live chemical agent in the exercise.

### **Hostage Survival**

This course is designed not only to teach the cadet how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

### **Interpersonal Communication Skills**

The participants will be given many examples and illustrations of useful I.P.C. skills and supervisory techniques that will be crucial to their effective job performance as correctional employees.

### **Defensive Tactics – Defense Against Blunt Objects and Edged Weapons**

This is Day 8, the final day of the defensive tactics program. Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments and knife strikes along with follow-up handcuffing techniques.

### **Cultural Diversity**

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences, not let them be stumbling blocks.



## ***BASIC CORRECTIONAL OFFICER TRAINING SYLLABUS – WEEK 6***

### **E-TOMIS Basics**

The trainee will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

### **Effective Report Writing**

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

### **Effective Logbook Entries**

Documenting routine and extraordinary events is part of every Correctional Officer's daily duties. Many posts will have a logbook and it is part of the Officer's responsibility to make sure all pertinent information is documented properly in the correct format. This block of instruction will begin with a lecture describing what type of information should be written in the logbook and what does not. The use of slang or abbreviations will be discussed. The specifics of how things should be written will also be discussed. There will be an activity to further define the necessity of effective logbook entries.

### **Working with Mentally Ill Inmates**

Through interactive lecture, discussion and learner participation, the correctional staff will have a better understanding of how to work with inmates who are mentally ill as they come to understand the difference between an inmate who is "acting out" and an inmate whose behavior is often determined by their mental illness.

### **Levels of Care (Mental Health)**

This course is designed to give correctional staff an overview of the Mental Health Levels of Care and the impact it will have on the inmates, staff and the community.

## **Verbal Judo**

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

## **Understanding Personalities**

**Know Thyself!** For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no “best” personality style; that we are all “different”; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.

## **Security Threat Groups (STG)**

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

## **Crime Scene Protection**

The most important aspect of evidence collection and preservation is protecting the crime scene. This is to keep the pertinent evidence uncontaminated until it can be recorded and collected. This course will discuss the basic information related to the protection and preservation of a crime scene

## **Effective Testimony**

Correctional staff members, especially those in the Correctional Officer Series, are often called upon to give testimony in inmate disciplinary procedures and sometimes in court. This class covers the best ways to be effective in the giving of that testimony (especially in court).

## **Rookie Syndrome**

During this class, participants will discuss their concerns of starting to work in a facility. We will discuss their fears and aspects of their job they are not sure about. Further, we will inform the trainees about common mistakes that new officer's make and how to prevent them.

## **Final Exam**

Participants will be given an exam that includes material covered in weeks 5 & 6. A score of 80% or more is required to complete the program.

## **Visitation: A Positive Approach**

Many Officers will at some time in their career be assigned to work visitation. It is important that officers not only be knowledgeable in post orders and policy but also skilled in good customer service. The officer must realize that attitudes must be adjusted when working with the public. This course will furnish insight into proper responses to visitor problems and proper interaction with inmate visitors.

## **Financial Management**

Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

## **Introduction to Incident Command**

In February of 2003, President Bush issued Homeland Security Presidential Directive (HSPD) 5. This directive required that THE Department of Homeland Security develop and administer a National Incident Management System (NIMS). The idea behind NIMS is to provide a consistent nationwide template to enable all organizations to work together during a domestic incident. Until now, there have been no standards for domestic incident response that reached across every level of government and every response agency. This course is designed to provide correctional employees with an introduction to the system and information on how TDOC handles emergencies within the TDOC and to expect it's utilization during widespread emergencies, especially those involving multiple agencies. It is not intended to provide training for implementation.

## **Counseling Skills**

All staff interacting on a regular basis with offenders have daily opportunities to encourage them to change their thinking and subsequently their behavior. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

## BASIC CORRECTIONAL PROFESSIONALS – WEEK 1 SCHEDULE FY 14-15

<b>MONDAY = 8.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:30		Student Information Meeting	1.0		
	8:30 - 9:30		Physical Triage	1.0		Clinic
	9:30 - 12:00		Overview of Rehabilitative Services	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Respectful Workplace	4.0		
	5:00 - 6:00		Supper			
<b>TUESDAY = 10</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		TDOC Overview	1.0		
	9:00 - 12:00		CPR Certification	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Inmate Disciplinary Procedures/D. Board	2.0		
	3:00 - 5:00		Social/Cultural Lifestyles & Gender Issues	2.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Counseling Skills	2.0		
<b>WEDNESDAY = 10</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		e-TOMIS (Basic)	4.0		Farrar A
	12:00 - 1:00		Lunch			
	1:00 - 5:00		e-TOMIS Incidents/Disciplines Practicum	4.0		Farrar A
	5:00 - 6:00		Supper			
	6:00 - 8:00		Staff/Inmate Sexual Misconduct	2.0		
<b>THURSDAY = 8.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 9:30		Uniform Fitting	2.0		
	9:30 - 10:30		Mental Health Levels of Care	1.0		
	10:30 - 11:30		Security Custody Levels	1.0		
	11:30 - 12:30		Lunch			
	12:30 - 3:30		Report Writing	3.0		
	3:30 - 5:00		First Aid Certification	1.5		
	5:00 - 6:00		Supper			
<b>FRIDAY = 3.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Working with Mentally Ill Inmates	2.0		
	10:00 - 11:00		Drug-Free Workplace	1.0		

## BASIC CORRECTIONAL PROFESSIONALS – WEEK 2 SCHEDULE FY 14-15

<b>MONDAY = 9.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Legal and Professional Issues	2.0		
	10:00 - 12:00		Communication Prof. & Command Presence	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Work Ethics in TDOC	2.0		
	3:00 - 5:00		Understanding Personalities	2.0		
	5:00 - 6:00		Supper			
	6:00 - 7:30		Prison Rape Elimination Act (PREA)	1.5		
<b>TUESDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Recognizing Disturbances	2.0		
	10:00 - 12:00		Hostage Survival	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Verbal Judo	2.0		
	3:00 - 5:00		Introduction to Defensive Tactics	2.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Cell/Area Searches	2.0		
<b>WEDNESDAY = 9.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Employee/Inmate Substance Abuse	2.0		
	10:00 - 12:00		Role of Law Enforcement	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Shared Security	2.0		
	3:00 - 5:00		Financial Management	2.0		
	5:00 - 6:00		Supper			
	6:00 - 7:30		Defensive Tactics	1.5		
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Security Threat Groups	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:30		Cultural Diversity	2.5		
	3:30 - 4:00		Graduation Practice	.5		S-100
	4:00 - 5:00		Stress/CISM	1.0		
	5:00 - 6:00		Supper			
	6:00 - 7:00		Post Test/Review	1.0		
<b>FRIDAY = 2.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:30		Re-Test/Review	1.0		
	7:30 - 8:30		Employee Assistance Program (EAP)	1.0		
	8:30 - 9:00		Educational Supervisors Meeting	.5		
	9:00 - 9:30		Graduation	.5		S-100

## ***BASIC CORRECTIONAL PROFESSIONALS SYLLABUS – WEEK 1***

### **Student Information Meeting**

Participants will meet with the Program Manager and be given an overview of the program and the expectations and requirements while they are on campus.

### **Physical Triage**

Participant's will be administered a physical exam by medical personnel. If the participant is not certified, they will not be allowed to continue in the program.

### **Overview of Rehabilitative Services**

The Tennessee Department of Correction is committed to effective Rehabilitation of offenders. This is exemplified by the TDOC Mission Statement, i.e. (To enhance public safety in Tennessee through incarceration and rehabilitation of felony offenders). It is a necessary component of a Correctional System to provide mechanisms (programs) while a person is incarcerated that will help them improve themselves to a point that re-offending is less likely. Thus both the offender and society are served by these programs. This course will provide an overview of the program offerings by the TDOC in order to address this mission of Rehabilitation.

### **Respectful Workplace**

During this course, we will thoroughly examine "Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment." Through a combination of discussion and group activities, we will identify the "protected classes" covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

### **TDOC Overview**

The Tennessee Department of Correction (TDOC) exists for the purpose of safeguarding the public by providing supervision of convicted felons during their period of commitment to its jurisdiction. The Department fulfills its obligations through the incarceration of inmates in a variety of secured institutional settings. All individuals are assigned to the department by the criminal courts of Tennessee and are managed in accordance with the Department of Correction policy and procedure. During this lecture-based class, we will present a basic overview of the TDOC, and its mission. We will examine each institution's population, its function, and any special programs that are offered at that location.

## **CPR**

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

## **Inmate Disciplinary Procedures**

TDOC employees are sworn to faithfully discharge duties and to avoid ill treatment or abuse of inmates under their charge. Each TDOC employee who has direct contact with inmates is required by policy #502.01 to enforce inmate regulations. This course will enable trainees to successfully carry out this requirement.

## **Social/Cultural Lifestyles of Offenders & Gender Issues**

This course will identify and examine the two social structures that exist in the prison setting; that of staff and that of inmates. The staff structure is based on policies and procedures, while the inmate social structure is more "informal" - based largely on feelings and values of the inmate population. The course will also cover both the employee code and the inmate code. The interaction between these two generally opposing groups will be addressed by some general rules that should be recognized and applied. This course will also provide a view of the unique differences that occur when dealing with female inmates as well as some of the reasons for these differences.

## **Counseling Skills**

All staff that interacts on a regular basis with offenders has daily opportunities to encourage them to change their thinking and subsequently their behavior by implementing a variety of techniques. Cognitive-behavioral therapy is one of the techniques that can be used as part of the effort to rehabilitate inmates. This type of technique is used in a variety of treatment programs and other staff can support that effort if they are knowledgeable of how it works. Cognitive-behavioral therapies combine cognitive and behavioral techniques to help offenders to identify and correct faulty thinking as it relates to behavior.

## **E-TOMIS Basics**

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.



### **E-TOMIS Incidents/Disciplines**

The participant will sign on to the E-TOMIS training environment. The instructor(s) will guide the student through the step-by-step process of entering an incident and a disciplinary report onto E-TOMIS. If time allows a practice incident/disciplinary will also be entered. The student will then be required to demonstrate proficiency by entering an incident and disciplinary report on TOMIS as a skills test.

### **Staff/Inmate Sexual Misconduct**

Sexual misconduct by employees in the TDOC is an ongoing problem. This course is designed to define sexual misconduct and the type of behavior that constitutes sexual misconduct. The course will discuss inappropriate interactions between staff and inmates, the role of Internal Affairs when allegations arise and the possible consequences for an employee who engages in sexual misconduct with an inmate.

### **Mental Health Levels of Care**

This course is designed to give correctional staff an overview of the Mental Health Levels of Care and the impact it will have on the inmates, staff and the community.

### **Security Custody Levels**

During this course the participants will be given information and explanations regarding the security and custody level designations used by TDOC. This course is designed to help participants understand the custody levels of inmates and where they can be housed based on their security designation.

### **Report Writing**

This lesson plan introduces the students to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes. These principles will be presented through lecture, discussion, and practicums. The student will write two reports one of which will be a skills test.

### **First Aid**

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques.

### **Working with Mentally Ill Inmates**

Inmates with mental illness usually have normal intelligence, but their problem lies, not in their ability to think, but in their perception of reality. This class will end with a discussion of mental illness and how to identify behavior changes and the make the proper referral.

### **Drug-Free Workplace**

The Tennessee Department of Correction has a Drug Free Workplace policy that has been in effect for some time and is committed to becoming a drug free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

## ***BASIC CORRECTIONAL PROFESSIONALS SYLLABUS – WEEK 2***

### **Legal and Professional Issues**

This is a lecture and activity-based course designed to familiarize the new correctional employee with Constitutionally-protected inmate rights and the employee's professional responsibility as it relates to safeguarding those rights and professionalism. During the course, students will be given instruction on procedures for avoiding behavior or appropriately responding to inmate litigation.

### **Communication, Professionalism and Command Presence**

This course is designed to examine what it takes to communicate well in a correctional setting. Good communication is absolutely essential. We must be able to communicate with other staff and inmates as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a "command presence".

### **Work Ethics in TDOC**

This course is designed to look at what it takes to be an ethical employee. The course focuses on workplace values such as coming to work on time, being punctual with regard to lunch breaks, abiding by rules and policies, respecting co-workers, being productive and serving TDOC inmates in a positive manner.

### **Understanding Personalities**

**Know Thyself!** For most of us this is easier said than done. This course of instruction is intended to accomplish the goal of self-recognition and identification of our own personality styles in our interactions with others. This course also recognizes the fact that there is no "best" personality style; that we are all "different"; that we are all a combination of styles; and that all contribute to the effectiveness of an organization.

### **Prison Rape Elimination Act**

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has a zero tolerance for incidences of sexual assault within its facilities. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

## **Recognizing Disturbances**

A riot is one of the most devastating events that can occur in a correctional facility related to the destruction, the potential for injury or death to both staff and inmates and the long-term trauma for those who may have been held hostage. Correctional riots are a part of our history and unfortunately, they are potentially a part of our future. It is vitally important, therefore, that everyone working in a correctional facility understand riots and disturbances-what they are and how they can be prevented.

## **Hostage Survival**

This course is designed not only to teach the participant how to enhance their chances for survival in a hostage situation but to educate them in some of the procedural responses involved in successfully resolving a hostage situation.

## **Verbal Self Defense**

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

## **Introduction to Defensive Tactics**

This is the first module of self-defense training. During this class the participant will be instructed in techniques to defend themselves, the policy constraints associated with the use of force and the safety rules for self-defense class that are in place to help reduce injuries.

## **Cell/Area Searches**

The purpose of this course is to explain the need for searches as well as demonstrate proper procedures for conducting them. This course will also discuss the procedures for cell inspections. The participants will then demonstrate proficiency by performing a cell/area searches under supervision and noting the location of all contraband discovered.

## **Employee/Inmate Substance Abuse**

Through the use of lecture, handouts, and class discussion the instructor and class will determine which drugs are currently most prevalent in Tennessee prisons as well as those most abused by our employees. Recognition of the prevalent drugs and common methods of concealment and introduction will be stressed. The class will then concentrate on the signs and symptoms of substance abuse, especially those previously determined to be most problematic in Tennessee. Alcohol abuse among correctional employees is the largest substance abuse problem due to stress. This course will also examine the overuse & misuse of prescription drugs. The class will include discussions about inmate drug testing procedures and appropriate disciplinary actions. The class will include the proper gathering of evidence and maintaining the "chain of custody".

## **Role of the Law Enforcement Unit**

This course will focus on the **responsibilities** and **authority** the **Law Enforcement (Internal Affairs)** division has in all crimes and investigations occurring in any TDOC institution including investigating accusations of employee misconduct or criminal behavior. Key points covered in this course include investigative authority of the Law Enforcement Unit (LEU) over any crimes committed on TDOC property, power to take depositions, and their policy of turning any evidence of crime over to the local Attorney General office for possible prosecution. The purpose of this course is to familiarize the new employee with the **role and function of LEU**. Covered items will be: **"how employees get in trouble"**, and conversely, **"how to stay out of trouble."**

## **Shared Security**

Regardless of job classification, every correctional employee's primary concern must be the safety and security of the institution. Inmates can and will take advantage of non-security staff members to acquire items of benefit in an escape attempt, obtain contraband, or just to be the recipient of "favors". Non-security personnel do not receive the degree of training on security issues that is provided correctional officers. Unfortunately, neither do they have the daily reinforcement of the importance of security concerns. This class is designed to emphasize the importance of security to all personnel, regardless of job classification.

## **Financial Management**

Many times in the Department of Correction, there are cases where officers may be tempted to cross professional boundaries for financial gain. The lure of an inmate offering money to bring in contraband may be considered by some as a quick fix to financial distress. One way to enable employees to resist this temptation is to coach and counsel them in the area of personal finance and budgets. Through lecture, discussion and small group exercise, this class is designed to assist correctional staff in analyzing and developing personal budgets which allow them to live within their means and resist short cuts which can result in professional disaster.

## **Defensive Tactics**

This is the second module of self-defense training. During this class the participant will be instructed in techniques to escape from a front and rear choke hold. They will also be trained to escape from various wrist and arm grabs and body locks including being attacked from behind with your arms pinned or free. Please remember all the safety rules for self-defense class so that no one gets injured.

## **Security Threat Groups**

The American Correctional Association concluded years ago that street gangs were slowly becoming the prison gangs of the future. Our prison population has undergone a dramatic change over the past 10 years with an increasing number of inmates who are younger, more violent and have been identified as being members or associates of organized groups. This has created cause for concern for the safety and security of our institutions. Each of you must possess an awareness of the dangers and problems that are unique to the management and control of these inmates. An important first step to effective management is simply the recognition and identification of those inmates who fall into these categories. This course is designed to provide you with information which will allow you to recognize inmates who may be potentially threatening to institutional security and how TDOC attempts to manage the problem.

## **Cultural Diversity**

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

## **Stress and Critical Incident Stress Management**

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

## **Post Test**

Participants are given a test from topics covered during the training. A score of 80% is required to complete the program.

## **Employee Assistance Program**

This course is designed to familiarize the trainees with the services and methods to access them offered by the Employee Assistance Program. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to help employees.

## BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 1 PROGRAM FY 14-15

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		MMPI Testing	4.0	Niki Todd	
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Uniform Fitting	2.0		
	3:00 - 5:00		Physical Triage	2.0		Clinic
	5:00 - 6:00		Dinner			
<b>TUESDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		TDOC Overview	1.0		
	9:00 - 10:00		Introduction to Criminal Justice System	1.0		
	10:00 - 11:00		Rules of Supervision	1.0		
	11:00 - 12:00		Levels of Supervision/Standards of Supervision	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Time Management	2.0		
	3:00 - 5:00		Investigative Reports	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Opening a Case	2.0		
<b>WEDNESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		S.O.A.P.	1.0		
	9:00 - 12:00		Contact Notes/Contact Codes	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		MMPI Interview	2.0		
	3:00 - 5:00		Effective Communication	2.0		
	5:00 - 6:00		Dinner			
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Case Management	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Operating e-Tomis	4.0		Farrar A
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Stress Management	1.0		
<b>FRIDAY = 2.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Recognizing Child and Elderly Abuse	1.0		
	9:00 - 10:00		Re-Entry	1.0		
	10:00 - 10:30		Educational Advisor Meeting	.5		

**Total Hours: 37.5**



## BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 2 PROGRAM FY 14-15

<b>MONDAY 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Substance Abuse Offenders	2.0		
	10:00 - 12:00		Mental Health Offenders	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Overview of Sex Offenders	2.0		
	3:00 - 5:00		Criminal Thinking	2.0		
	5:00 - 6:00		Dinner			
<b>TUESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		CPR Certification	3.0		
	11:00 - 12:00		Lunch			
	12:00 - 1:30		First Aid Certification	1.5		
	1:30 - 3:30		Prison Rape Elimination Act (PREA)	2.0		
	3:30 - 5:00		Drug-Free Workplace	1.5		
	5:00 - 6:00		Dinner			
<b>WEDNESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Respectful Workplace	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Liability	2.0		
	3:00 - 4:00		Tennessee Law	1.0		
	4:00 - 5:00		Constitutional Law	1.0		
	5:00 - 6:00		Dinner			
<b>THURSDAY = 8.05</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Interstate Compact Services	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Introduction to Self-Defense (Knee/Elbow Strikes)	1.0		Classroom
	2:00 - 5:30		Self-Defense (Defense against Punches, Chokes, Body Locks, & Proper Falling)	3.5		Gym
	5:30 - 6:30		Dinner			
<b>FRIDAY = 3.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Great Plains Fees / Assessment	3.0		

**Total Hours: 37.5**

## BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 3 PROGRAM FY 14-15

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		Armory
	8:15 - 9:00		Course Introduction	.75		Armory
	9:00 - 11:00		Pistol Familiarization Lab	2.0		Armory
	11:00 - 12:00		Lunch			
	12:00 - 3:30		Pistol Familiarization Lab	3.5		Armory
	3:30 - 5:00		Shooting Principles Lab	1.5		Armory
<b>TUESDAY = 10.0</b>	5:00 - 6:00		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Familiarization Practicum	4.0		Armory
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		Armory
	5:30 - 6:30		Dinner			
	6:30 - 8:00		Low Light Shooting	1.5		Armory
<b>WEDNESDAY = 8.5</b>						
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Live Fire Drills	4.0		Armory
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		Armory
	5:30 - 6:30		Dinner			
<b>THURSDAY = 7.5</b>						
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Qualification Practice	1.5		Armory
	9:30 - 12:00		Qualification	2.5		Armory
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		Armory
	2:30 - 4:30		Sudden In-Custody Death Syndrome	2.0		Armory
<b>FRIDAY = 3.5</b>	4:30 - 5:30		Dinner			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Weapons Retention	3.0		Armory
	11:00 - 11:30		Educational Advisor Meeting	0.5		Armory

**Total Hours: 37.5**

# BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 4 PROGRAM FY 14-15

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		LS/CMI	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		LS/CMI	4.0		
	5:00 - 6:00		Dinner			
<b>TUESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		LS/CMI	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		LS/CMI	4.0		
	5:00 - 6:00		Dinner			
<b>WEDNESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		LS/CMI	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		LS/CMI	4.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		LS/CMI	1.0		
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		LS/CMI	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		LS/CMI	2.0		Farrar A
	3:00 - 4:00		TAP/BIG	1.0		Farrar A
	4:00 - 5:00		Dinner			
	5:00 - 7:00		Self-Defense (Defense against Blunt Objects)	2.0		Gym
<b>FRIDAY = 3.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Self-Defense (Defense against Edged Objects)	3.0		Gym
	11:00 - 11:30		Educational Advisor Meeting	.5		

**Total Hours: 37.5**

# BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 5 PROGRAM FY 14-15

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Uniform Issuance	2.0		
	10:00 - 12:00		ACRC	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Probation Revocation Process	4.0		
	5:00 - 6:00		Dinner			
<b>TUESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		Parole Revocation Process	3.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:00		Parole Revocation Process	3.0		
	3:00 - 5:00		Self-Defense (Handcuffing)	2.0		Gym
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Self-Defense (Handcuffing)	1.0		Gym
<b>WEDNESDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Parole Revocation Assessment	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:00		Parole Revocation Assessment	3.0		
	4:00 - 5:00		Self-Defense (Escort Positions)	1.0		Gym
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Self-Defense (Escort Positions)	2.0		Gym
<b>THURSDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Search – Personal	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Search - Area	4.0		
	5:00 - 6:00		Dinner			
<b>FRIDAY = 2.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:30		Self-Defense (Wrist Locks)	2.5		Gym

**Total Hours: 37.5**

## BASIC PROBATION/PAROLE OFFICER TRAINING – WEEK 6 PROGRAM FY 14-15

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Motivational Interviewing	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Motivational Interviewing	4.0		
	5:00 - 6:00		Dinner			
<b>TUESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Motivational Interviewing	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Infectious Diseases	1.0		
	2:00 - 5:00		Chemical Agents	3.0		Classroom/Armory
	5:00 - 6:00		Dinner			
<b>WEDNESDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		ASP Baton	4.0		Gym
	12:00 - 1:00		Lunch			
	1:00 - 3:00		ASP Baton	2.0		Gym
	3:00 - 5:00		Defensive Driving	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Cultural Diversity	2.0		
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Victim Sensitivity	1.0		
	9:00 - 11:00		Command Presence	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 12:30		Graduation Practice	.5		Auditorium
	12:30 - 4:30		Security Threat Group	4.0		
	4:30 - 5:30		Dinner			
	5:30 - 7:00		De-escalation/Verbal Self-Defense	1.5		
<b>FRIDAY = 2.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Drug Testing	1.0		
	9:00 - 10:00		Office Safety	1.0		
	10:00 - 10:30		Graduation	.5		Auditorium

**Total Hours: 37.5**

## **BASIC PROBATION/PAROLE OFFICER TRAINING SYLLABUS – WEEK 1**

### **MMPI**

Participants will be administered a mental health examination by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

### **Physical Triage**

Participant s will be administered a physical exam by medical personnel. If the participant is not certified, they will not be allowed to continue in the program.

### **TDOC Overview**

During this class the participant will take a look at a basic overview of the TDOC, and its mission statement. Additionally the participant will look at each institution's population, and any special programs that are offered at that location.

### **Introduction to Criminal Justice System**

This course will define crime, provide the participants with a general overview of the three components of the criminal justice system with emphasis on the courts and provide an understanding of the common terms associated with the criminal justice system.

### **Rules of Supervision**

To comply with the Tennessee Department of Correction's mission statement of providing effective community supervision in order to enhance public safety, the sentencing courts in probation cases and the Parole Board in parole cases impose a set of general conditions all offenders under supervision must abide by. During this class the participant will review the procedural requirements regarding the rules of supervision and discuss the meaning of the general rules.

### **Standards of Supervision**

Tennessee Department of Correction policy mandates that every offender shall be classified and supervised based on the degree of risk he/she may present to the community, the offender's needs for assistance and surveillance and the availability of resources. The quality and frequency of officer activity and/or contact with or on behalf of offenders is essential to public safety and the offender's successful community adjustment, therefore, the Assistant Commissioner of Community Supervision will develop and maintain the Case Management Protocol Manual and the Standards of Supervision. This class will allow the participants to become familiar with the procedure for determining the level of supervision, the standards of supervision and compliance with the standards of supervision.

## **Time Management**

This course introduces the participant to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

## **Investigative Reports**

The first and foremost duty of probation parole officers is to protect the public. Investigative reports aid in the sentencing, paroling, classification and supervision of offenders; therefore, they are an integral part of a probation parole officer's duties in protecting the public. This class will examine the different types of investigative reports, the purposes of the reports and the procedures involved in investigating and preparing the reports.

## **Opening a Case**

Tennessee Department of Correction policy mandates that significant information about offenders and the interactions with them be maintained. This is accomplished with an offender case file and the computerized TOMIS record. The case file is a field services office folder bearing the offender's name and other identifying information and containing any necessary papers. The TOMIS record is the primary repository of all information and interactions regarding offenders. When an offender is placed under supervision it is the Probation Parole Officer's responsibility to open a case file. In this course we will cover the process of opening a case file including the required forms and documentation.

## **S.O.A.P.**

This course is designed to ensure concise, comprehensive case note formats to be used for each required face-to-face visit and other substantial interactions with offenders. S.O.A.P. stands for Subjective, Objective, Assessment and Plan of Action.

## **Contact Notes/Contact Codes**

Document, document, document! During this class participants will learn the guidelines for contact notes, learn the different categories of contact notes and their purposes, and become familiar with the codes used to record the contact notes.

## **MMPI Interview**

The participants will meet with the Mental Health professionals for a personal interview which will complete the Mental Health assessment process. Participants who are certified will continue in training.

## **Effective Communication**

Communication styles are one of the more powerful ways that we, as individuals or groups, project our cultural heritage, our preferences and our values. They are also the sources of most of our misunderstandings, confusion and misconceptions. Supervisors must develop a sensitivity and awareness to the many ways communications may come to them and be vigilant regarding their biases and own cultural filters.

## **Case Management**

The goals of offender supervision are to minimize public risk, promote lawful behavior and assist with positive rehabilitation efforts. Many policies and procedures governing all aspects of supervision and caseload management of probation and parole offenders exist to enable Probation Parole Officers the knowledge and ability to meet these goals. This course will provide the knowledge and teach the correct procedures for caseload management that is not taught in separate classes of the pre-service training.

## **Operating E-TOMIS**

The participant will learn how to sign on to the E-TOMIS training environment. The instructor will assist the student through several conversations in "inquire only" and some in which the student must enter information. After several practice exercises, the trainee will be given a skill test during which they must assess pre-loaded information and correctly answer questions about each conversation accessed.

## **Stress Management**

Stress is a fact of life. In fact, life without stress is death. During a person's life, they will encounter both positive (helpful) and negative (harmful) stress. This course will concentrate on negative stress, signs of stress, its effects, and what may be done to deal with stress. We will try to determine individual vulnerability to stress and also individual current degree of stress. This course will also look at Critical Incident Stress and the unique problems this type of stress may cause.

## **Recognizing Child and Elderly Abuse**

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction receive the information necessary to effectively identify and report suspected child and elder abuse within agency requirements and Tennessee Law TCA 37-1-403, 37-1-412, 39-13-506, 39-13-509, 39-13-522, 39-15-302, 39-15-401, 39-15-402 (Haley's Law), 71-6-102, 71-6-103, 71-6-110, 71-6-119. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.



## **Re-Entry**

This class will show the participant proper transition from offender to citizen. It will also help teach them the proper steps it takes to re-enter society. It will help the participant understand the steps it takes for an offender to go from inmate to citizen. It explains the counselors' roles all the way to the Field Services roles in making that happen.

## **Substance Abuse Offender**

This course will identify the difference between drug abuse and addiction and will describe the components of addiction. The participant will be able to recognize the components of substance abuse and the issues surrounding supervision of offenders who use alcohol and other drugs.

## **Mental Health Offenders**

Participants will be able to demonstrate their understanding of the symptoms of mental conditions, mental health service referral procedures, and supervision best practices.

## **Overview of Sex Offenders**

Whether you are a pre-sentence investigation writer, a probation parole officer (PPO) or a Programmed Supervision Unit (PSU) officer you will come into contact with sex offenders while working for the Board of Probation and Parole (BOPP). This course is designed to give all participants a basic overview of which offenders are classified as sex offenders and what supervision requirements are mandated for sex offenders.

## **Criminal Thinking**

The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction Field Services Division receives the information necessary to effectively receive the information necessary to effectively identify the beliefs that fuel common thinking errors and strategies to counteract those tactics.

## **CPR**

This course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. This course also includes instruction on the AED device. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross Adult CPR Certification Card.

## **First Aid**

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques. This course covers First Aid topics and is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The course will culminate with a post test and participants who successfully complete all components will be issued an American Red Cross First Aid Certification Card.

## **PREA**

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all offenders, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has a zero tolerance for incidences of sexual assault. This course will provide you with the tools needed for the detection, response, investigation and prevention of offender sexual assault.

## **Drug Free Workplace**

The Tennessee Department of Correction has a Drug-Free Workplace policy that has been in effect for some time and is committed to becoming a drug-free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy took effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise.

## **Street Drugs Update**

This course will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of these drugs in order to aid their recognition.

## **Respectful Workplace**

During this course, we will thoroughly examine "Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment." Through a combination of discussion and group activities, we will identify the "protected classes" covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

## **Liability**

During this course of instruction, we will discuss the State and federal laws and TDOC policies that govern the use of state issued firearms.

## **TN Law**

The lesson is taught via a combination of lecture and discussion. The purpose of this lesson is to ensure staff employed by the Tennessee Department of Correction become familiar with Tennessee Code Annotated (TCA) chapters that pertain to probation and parole supervision. This lesson is best taught by using the traditional classroom setting. The instructor should be well versed in this material in order to answer any specific questions relating to TCA. During this block of instruction, a computerized slide show presentation will be used to enhance the delivery of the information.

## **Constitutional Law**

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> Amendments. Several Court cases in the development of Federal and State applications of law will be reviewed. The results of not following the Constitution, Federal and State Law along with TDOC Policy will be discussed. Finally, a survey of some common laws, and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

## **Courtroom Procedures**

Attending court hearings is one of the major job duties of a Probation Parole Officer (PPO). It is also one of the times that all PPOs must dress and conduct themselves in the utmost professional manner since their dress and conduct is not only a reflection of themselves but also of the agency. Being prepared prior to court appearances will definitely help PPOs in meeting this job duty successfully. This course will provide information on appropriate dress and conduct, being prepared and testifying that will enable any PPO to be a professional in court.

## **Interstate Compact Services**

Many, many times it becomes necessary for an offender convicted in one state to reside in another state. This is accomplished through the Interstate Compact for Adult Offender Supervision (ICAOS) which is a formal agreement among member states that regulates the interstate movement of adult offenders in order to promote public safety. ICAOS even has congressional consent under Article I, Section 10 of the United States Constitution and pursuant to Title 4, Section 112(a) of the United States Code. This course will provide an overview of general information and the rules regarding ICAOS.

### **Self-Defense (Knee and elbow strikes)**

During this class the participant will be instructed in techniques to defend themselves, the policy constraints associated with the use of force and the safety rules for self-defense class that are in place to help reduce injuries.

### **Self-Defense (Defense against punches, chokes, body locks and proper falling)**

During this class the participant will be instructed in techniques to defend against punches, techniques to properly break their fall if thrown by their attacker and how to escape from a rear choke hold. They will also be trained to escape from various body locks including being attacked from behind with your arms pinned or free.

### **Great Plains Fees/Assessments**

This class is designed to teach students the use of the Great Plains Fee System to set up an offender's fees based on the type of case entered into the Tennessee Offender Management Information System (TOMIS).

## **BASIC PROBATION/PAROLE OFFICER TRAINING SYLLABUS – WEEK 3**

### **Course Introduction**

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

### **Pistol Familiarization Lab**

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

### **Shooting Principles Lab**

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

### **Familiarization Practicum**

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

### **Shooting Drills**

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

### **Low Light Shooting**

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

### **Live Fire Drills**

Participants will participate in live fire rounds on the shooting range.

### **Stoppage Reduction Drills**

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

### **Qualification Practice**

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

### **Qualification**

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

### **Sudden In-Custody Death Syndrome**

Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive offenders, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring offender safety and advisory guidelines for care of inmates will also be provided.

### **Weapons Retention**

This class will provide field services personnel with the proper techniques for weapon retention and disarming. It will also provide personnel with the skills and knowledge to effectively deal with these deadly force encounters.

## **BASIC PROBATION/PAROLE OFFICER TRAINING SYLLABUS – WEEK 4**

### **Level of Service/Case Management Inventory (LS/CMI)**

This course provides the participant the tools to assess offender's programmatic needs prior to release from supervision.

### **Transition Assessment Plan/Behavioral Intervention Goals (TAP/BIG)**

This course provides the participant with procedures to enter the offender's eight criminogenic needs that were identified during the LS/CMI assessment. This information is then entered in to E-TOMIS.

### **Self-Defense (Blunt Objects)**

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against blunt instruments along with follow-up handcuffing techniques.

### **Self-Defense (Defense Against Edged Objects)**

Through the use of lecture, demonstration and return demonstration, the participant will be trained to defend themselves against knife strikes along with follow-up handcuffing techniques.

## **BASIC PROBATION/PAROLE OFFICER TRAINING SYLLABUS – WEEK 5**

### **Administrative Case Review Committee Overview (ACRC)**

This is an overview of the Administrative Case Review Committee (ACRC) process to get the new officer acquainted with alternative means to help the offender be in compliance with the rules of their probation/parole.

### **Probation Revocation Process**

Probation Parole Officers are required to make a prompt and thorough investigation of the facts and circumstances regarding any alleged probation violation. A careful decision then has to be made whether to prepare and file a violation report in order to proceed to a revocation hearing. This course will allow all participants to become familiar with the probation revocation process and all its procedures from investigating the violation through the revocation hearing.

### **Parole Revocation Process**

The mission of the Tennessee Department of Correction is to minimize public risk and promote lawful behavior by the prudent, orderly release and community supervision of adult offenders at the least cost to taxpayers. When a parolee fails to follow the rules of parole, it is the essential that the Probation Parole Officer holds him/her accountable through the parole revocation process. This course will provide an introduction to the parole revocation process.

### **Self-Defense (Handcuffing)**

This course is designed to familiarize the new employee with the types of force/restraints approved by TDOC policy. Employees will be specifically trained in the use of restraint equipment for restraining offenders and must demonstrate proficiency in their application.

### **Self-Defense (Escort Positions)**

Participants are taught how to perform escort positions on potential or unruly offenders. If an altercation ensues, the Participant will know how to safely and effectively restrain the offender through rear take-downs and advanced cuffing techniques.

### **Search – Personal**

The overall safety and security of any officer relies greatly upon the ability and the willingness of the officer to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches.



### **Search – Area**

Conducting effective offender home searches will be discussed and examined in this course. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

### **Self-Defense (Wrist Locks)**

In this class the participant will learn to apply the Kote-Gaeshi and Ikkyo pain compliance techniques to control a non-compliant offender, followed by applying restraints to the offender and assisting the offender to a standing position while safely restrained.

## **BASIC PROBATION/PAROLE OFFICER TRAINING SYLLABUS – WEEK 6**

### **Motivational Interviewing**

This course provides participants with a non-confrontational process of interviewing and interacting with offenders that aims to establish professional rapport and enhance a person's motivation to change.

### **Infectious Diseases**

This class will provide the participants with the ability to differentiate between blood-borne and air-borne pathogens, identify modes of transmission for HIV and HBV, discuss the impact of alcohol and drugs on disease transmission, give current statistics about HIV/AIDS, and identify proper Universal Precautions.

### **Chemical Agents**

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture, demonstration and practical application.

### **ASP Baton**

While officers shall attempt to de-escalate any situation verbally, it is also recognized that some situations occur rapidly and may not permit sufficient time to attempt de-escalation. The baton shall be used to stop action that may result in injury to the officer, subject, or other persons present.

### **Defensive Driving**

The student will gain the necessary skill and knowledge to control a vehicle while negotiating turning movements when driving forward or backward, under restricted road conditions.

### **Cultural Diversity**

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

### **Victim Sensitivity**

Historically, Probation and Parole practices have been offender – directed and have ignored or passively responded to the concerns of crime victims. While offender supervision strategies are aimed at protecting the public as a whole from further victimization; the interests of individual victims are often lost under the mass of paperwork and growing caseloads of offenders. A victim would profit from understanding that offenders will be held accountable for their actions either through payment of restitution or other supervisory conditions. While the primary goal for Probation and Parole agencies, sentencing courts and correctional facilities can and should provide services to victims of crime.

### **Command Presence**

This course is designed to examine what it takes to communicate well. Good communication is absolutely essential. We must be able to communicate with other staff and offenders as well as the public in order to complete our mission. We will also discuss the role professionalism and being a good role model plays in our day to day work. Last, but certainly not least, we will discuss the importance of maintaining a “command presence”.

### **Security Threat Groups**

Each officer must possess an awareness of the dangers and problems that are unique to the management and control of these offenders. An important first step to effective management is simply the recognition and identification of those who fall into these categories. This course is designed to provide the participant with information that will allow them to recognize offenders who may be security threat group members.

### **Verbal De-Escalation**

Most confrontations with offenders are verbal and if handled properly by the officer are not likely to escalate into a physical attack. The problem is that employees often let their ego, biases, or personal feelings determine how they respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. This course will provide the officer with many valuable verbal “do’s and “don’ts” during confrontations with offenders.

### **Drug Testing**

The purpose of this course is to outline the new Field Services Officer with the guidelines and procedures that should be followed for conducting drug and alcohol screens. Topics included are imposition of graduated sanctions for continued drug use, and identifying treatment interventions employed by Field Services Division. The goals and objectives of the drug-testing program are based on the following: best interest of public safety, offender accountability, reduced drug use/abuse in the offender population, and

reduced recidivism. Field Services desires to deter the use of illegal drugs, identify those offenders who are in need of closer supervision and/or additional substance abuse treatment interventions, and enforce the rules of probation and parole supervision.

### **Office Safety**

An officer who anticipates difficulty with offenders often arranges for them to come into the office on the assumption that the office is safer than the field. Although being on “home ground” may provide some comfort, failure to attend to personal safety in the office can result in serious incidents. But officers are not the only ones at risk from offenders. Support staff are usually the first employees offenders contact when they report to the office. Creating a secure environment for all staff is of paramount importance.

**BASIC CHILDREN'S SERVICE OFFICER TRAINING – WEEK 1 PROGRAM FY 14-15**

<b>MONDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:00		Report to Clinic for Briefing, TB Test,& Urine Test	0.5		Clinic
	8:00 - 10:00		Introduction to Juvenile Justice	2.0		
	10:00 - 11:00		Juvenile Rights / Responsibilities	1.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Student Sexual Assault (PREA)	2.0		
	2:00 - 3:00		Supervision of Juveniles	1.0		
	3:00 - 5:00		Physical Triage	2.0		Clinic
	5:00 - 6:00		Dinner			
	6:00 - 6:30		Physical Triage	0.5		Clinic
<b>TUESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		MACH 5	3.0		Gymnasium
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Infectious Diseases	1.0		
	1:00 - 3:00		First Aid	2.0		
	3:00 - 5:00		Individual Program Plan / Physical Exam (Clinic)	2.0		/ Clinic
	5:00 - 6:00		Dinner			
<b>WEDNESDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:00		MACH 5	3.0		Gymnasium
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Suicide-Signs/Symptoms	2.0		
	2:00 - 5:00		CPR	3.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Professional Communication	2.0		
<b>THURSDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:00		Report to the Clinic for TB Skin Test			Clinic
	8:00 - 11:00		MACH 5	3.0		Gymnasium
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Staff/Student Relations	1.0		
	1:00 - 3:00		Control of Contraband	2.0		
	3:00 - 5:00		Professional Ethics	2.0		
	5:00 - 6:00		Dinner			
<b>FRIDAY = 5.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30 - 8:00		Educational Supervisor Meeting	0.5	Academy Staff	
	8:00 - 12:00		Respectful Workplace (Workplace Harassment)	4.0		
	12:00 - 12:30		Non-Security Uniform Issue	0.5	TRICOR	TRICOR Bldg.

**BASIC CHILDREN'S SERVICE OFFICER TRAINING – WEEK 2 PROGRAM FY 14-15**

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30		Report to the Clinic for 2 <sup>nd</sup> TB Skin Test			Clinic
	8:00 - 9:00		Rookie Syndrome	1.0		
	9:00 - 11:00		Internal Affairs	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Anger Management/Stress Management	2.0		
	2:00 - 4:00		Managing Disruptive Behavior	2.0		
	4:00 - 5:00		Family Systems	1.0		
	5:00 - 6:00		Dinner			
TUESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Inspection			
	8:00 - 9:00		Childhood Development	1.0		
	9:00 - 11:00		Adolescent Development	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:00		Working with Children of Trauma	3.0		
	3:00 - 4:00		Sudden in Custody Death Syndrome (SICDS)	1.0		
	4:00 - 5:00		Juvenile Courtroom Procedures	1.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Behavior Management	1.0		Gymnasium
WEDNESDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Inspection			
	8:00 - 11:00		Report Writing	3.0		
	11:00 - 12:00		Student Medication	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Mental Illness Awareness	2.0		
	3:00 - 5:00		Security Threat Groups	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 7:00		Juvenile Rules & Regulations	1.0		
THURSDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:30		Report to the Clinic for 2 <sup>nd</sup> TB Skin Test			Clinic
	8:00 - 10:00		Student Discipline	2.0		
	10:00 - 11:00		Discipline vs. Punishment	1.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Managing Manipulative Behavior	2.0		
	2:00 - 5:00		Problem Solving and Decision Making	3.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Hostage Survival	2.0		
FRIDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Inspection			
	8:00 - 10:00		Street Drug Awareness	2.0		
	10:00 - 12:00		Counseling Skills	2.0		

**BASIC CHILDREN'S SERVICE OFFICER TRAINING – WEEK 3 PROGRAM FY 14-15**

<b>MONDAY = 8.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	7:45 - 8:00		Inspection			
	8:00 - 12:00		Uniform Issue	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Command Presence	2.0		
	3:00 - 5:00		DCS Legal & Ethical Considerations	2.0		
	5:00 - 6:00		Dinner			
<b>TUESDAY = 10.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	7:45 - 8:00		Inspection			
	8:00 - 11:00		Use of Mechanical Restraints	3.0		
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Preventing Bullying	1.0		
	1:00 - 5:00		Searches	4.0		
	5:00 - 6:00		Dinner			
<b>WEDNESDAY = 8.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	7:45 - 8:00		Inspection			
	8:00 - 12:00		Defensive Driving	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Transportation Techniques	4.0		
	5:00 - 6:00		Dinner			
<b>THURSDAY = 10.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	7:45 - 8:00		Inspection			
	8:00 - 11:00		Team Building	2.0		
	11:00 - 12:00		Ombudsman	1.0		
	11:00 - 12:00		Ombudsman	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Setting Goals	2.0		
	3:00 - 4:00		Graduation Practice	1.0		
	4:00 - 5:00		Verbal De-Escalation	1.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Post Test	2.0		
<b>FRIDAY = 4.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	7:30 - 8:00		Final Inspection/Closing Remarks	.5		
	8:00 - 9:00		DCS Overview/Re-Test	1.0		
	9:00 - 10:00		Evaluations/Educational Supervisors Meeting	1.0		
	10:00 - 10:30		Bethel College	.5		
	10:30 - 11:30		Graduation	1.0		

## ***BASIC CHILDREN'S SERVICE OFFICER TRAINING SYLLABUS – WEEK 1***

### **Orientation**

Participants are welcome to the training environment and are acclimated to the Academy campus, advised of Academy Rules and Regulations, and are provided with the academic program overview/expectations.

### **Introduction to Juvenile Justice**

Participants are introduced to Juvenile Justice with a fundamental understanding of the system of justice and the main divisions within the department.

### **Juvenile Rights and Responsibilities**

It is important that DCS workers know the rights of juveniles in order to both accommodate these rights and to be sure not to violate the same. Along with these rights come responsibilities and participants will become familiar with their responsibilities toward the juveniles they supervise.

### **Student Sexual Assaults in Facilities (P.R.E.A.)**

Participants are provided with the understanding of the laws and policies regarding the Prison Rape Elimination Act (P.R.E.A.) and the laws which prohibit sexual contact with juveniles or offenders in custody.

### **Supervision of Juveniles**

Participants cover the basic procedures utilized by Children's Services Officers. They will receive information on the care and safety of students and staff through the use of security procedures. They will also be informed of indicators to look for denoting an unusual occurrence.

### **Physical Triage**

Participants receive a medical physical to determine the ability of the participant to be fit for training and duty.

### **M.A.C.H. 5**

Participants are provided a course of instruction in defensive tactics that provide the reduced chance of causing injury to a combative child. Levels 1 and 2 of the M.A.C.H. 5 defensive tactics for dealing with juveniles are the focus of the instruction.



### **Infectious Diseases**

Participants are instructed in infectious diseases and blood borne pathogens and the dangers surrounding the lack of using personal protective equipment to guard against contracting disease or illnesses.

### **First Aid**

Participants are trained to effectively respond to emergency situations requiring medical care. This course, which is required by DCS policy and ACA standards, is designed by the American Red Cross. The course utilizes video and class discussion to identify the causes, signs, symptoms and appropriate responses to emergency situations such as checking an ill or injured person, sudden illness, soft tissue injuries, injuries to muscles, bones and joints, and heat and cold related emergencies.

### **Individual Program Plan**

All staff are responsible for assisting in each student's Individual Program Plan. Participants will be given information regarding why the Department of Children's Services utilizes this process, and how the department uses it.

### **Suicide Signs and Symptoms**

Participants are provided with the knowledge of signs and symptoms that may preclude suicidal tendencies or threats in an effort to use the recognition of these signs and symptoms to proactively provide treatment.

### **CPR**

Participants learn by lecture, discussion, DVD, demonstration, and return demonstration formats specified by the American Red Cross. The instructor will require the trainee to successfully demonstrate acceptable skill competency utilizing Ambu-pals and pass a written examination prior to issuance of an American Red Cross certification in CPR.

### **Professional Communication**

Participants will learn techniques and practices that allow better understanding and less conflict due to the ability to focus and comprehend people. Participants will enhance their listening skills and comprehension skills while also focusing upon profession methods to communicate.

### **Staff/Student Relations**

Participants identify and discuss the importance of maintaining a professional distance between staff and students. Participants will also identify problems with being too friendly or too aggressive in dealing with students. The importance of maintaining a professional rapport with all students supervised is a strong concentration.

### **Control of Contraband**

Participants are educated in the types of contraband that commonly introduced into our system, how to control or minimize introduction of contraband and various methods of contraband concealment.

### **Professional Ethics**

Participants examine the proper and professional ethical behavior to exhibit while on-duty and off-duty as a servant to the public. Participants are reminded of the fundamental ethical values required of society.

### **Respectful Workplace (Workplace Harassment)**

Participants are instructed in depth to prohibited harassing conduct in and out of the workplace concerning fellow employees of the state.

### **Non-Security Uniform Issue**

Participants receive their uniform issue and are educated in the proper care and wear of the uniform. Uniform standards are stressed for the professional environment and occupational success.

## ***BASIC CHILDREN'S SERVICE OFFICER TRAINING SYLLABUS – WEEK 2***

### **Rookie Syndrome**

Participants discuss the concerns of new DCS officers about to start working in a DCS facility. Discussed are their fears and aspects of their job that are unknown. Participants are also informed of common mistakes that new DCS officer's make and how to prevent them.

### **Internal Affairs**

Participants are educated in the function of Internal Affairs and the division's responsibility. It is required that all Department of Children's Services employees know and understand Internal Affairs Policy 1.16 so that we can comply with the law and NOT hinder a proper investigation. The authority that drives this policy is from state law, Tennessee Code Annotated 37-5-106. The purpose of IA is to investigate allegations of malfeasance, misfeasance, nonfeasance and violations of rules, policies, and procedures concerning the management and operation of the DCS. During this course, participants are provided information related in the policy regarding Internal Affairs investigations.

### **Anger Management/ Stress Management**

Participants concentrate on identifying both anger and stress, learning the signs and effects of both while learning coping skills to combat their ability to cause adverse effect.

### **Managing Disruptive Students**

Participants cover the issues surrounding juveniles and the disruptive behavior exhibited by them by learning to provide positive and negative reinforcement methods.

### **Family Systems**

Participants are instructed in identifying types of families, the impact of family members' behavior, the characteristics of healthy and unhealthy families and the role you must accept as a professional DCS employee.

### **Childhood Development**

Participants are introduced to the stages of a child's development and how each stage effects the child's development, moral and emotional values and the effects on the family.

### **Adolescent Development**

Participants are educated to the normal process of adolescent development and some things that have hindered the students with whom they work.

### **Working with Children of Trauma**

Participants are provided with information in the areas of defining child sexual abuse and recognizing signs of the abuse; understanding how a victim is “set up”; understanding the steps of an investigation and the court proceedings; understanding the rights of victims; and learning the legal reporting obligations.

### **Sudden In-Custody Death Syndrome**

Participants learn the signs and symptoms of positional asphyxiation and the causes for Sudden In-Custody Death Syndrome (SIDS). Ways to prevent deaths proactively are discussed.

### **Juvenile Courtroom Procedures**

Participants are educated on the professional courtroom demeanor, attire, and behavior that is expected within the courtroom environment.

### **Behavior Management**

Participants are instructed in ways to manage the behavior of juveniles. This course will discuss self-defeating myths about working with troubled youth, building positive relationships between staff members and youth, and the goal of teaching youth new behaviors that enable them to have control over themselves.

### **Report Writing**

Participants are introduced to what constitutes a written report and why it is essential to be clear and concise. They will be taught the role of written reports as used to effectively discipline inmates and defend themselves in legal processes.

### **Student Medication**

Participants are provided up-to-date information concerning the most commonly prescribed medications issued to students in Department of Children’s Services (DCS) facilities. Topics include a review of the commonly used medications, common side effects and review of student rights and confidentiality issues.

### **Mental Illness Awareness**

This class will introduce the Children's Service staff to mental illness and the symptoms of various mental illnesses. Students will also be introduced to the functional levels of intellectual disabilities and guidelines for working with students who have special supervision needs.

### **Security Threat Groups**

Participants are provided information and data about Security Threat Group (STG) or gang affiliated groups with issues and details; the gang culture; and potential indicators that can be signs of danger.

### **Juvenile Rules/Regulations**

Participants will review policy rules and regulations of the disciplinary process and the use of confinement of students in the Department of Children's Services youth development centers. Students will work in groups to answer questions concerning policy definitions of disciplinary offenses, the appeals process, punishment guidelines and the appropriate use of confinement.

### **Student Discipline**

Participants are provided a comprehensive look at the disciplinary process in DCS. This will include major and minor offenses, disciplinary charges and reports, behavior not subject to discipline, impermissible sanctions and permissible sanctions.

### **Discipline vs Punishment**

Participants learn the difference between disciplinary action and punishment. Participants are educated in the various types of each and when each may or may not be utilized.

### **Managing Manipulative Behavior**

Participants are introduced to the tactics used by juveniles to manipulate them. Participants are instructed in preventing the susceptible to manipulation behavior and procedures to guard against manipulation.

### **Problem Solving and Decision Making**

This course provides participants the skills and abilities to examine problems and determine ways to solve the problems. Participants are provided with the ability to observe the underlying factors or smaller problems contributing to the issue at hand. Utilizing the strategies discussed, participants will be better prepared to address and cope with problems that occur.

**Hostage Survival**

Participants are provided with the necessary information to enhance your chances for survival in a hostage situation but to educate you in some of the procedural responses involved in successfully resolving a hostage situation.

**Street Drug Awareness**

This class will cover the common forms of ingestion, basic pharmacological effects upon the user and a physical description of these drugs in order to aid their recognition.

**Counseling Skills**

Participants are introduced to the thinking patterns of the unruly and delinquent youth. Characteristic of criminals will be discussed as well as the impulsivity of the DCS youth. Participants will be taught verbal skills needed to challenge the thinking errors of the delinquent and unruly youth.

## ***BASIC CHILDREN'S SERVICE OFFICER TRAINING SYLLABUS – WEEK 3***

### **Security Uniform Issue**

Participants receive their uniform issue and are educated in the proper care and wear of the uniform. Uniform standards are stressed for the professional environment and occupational success.

### **Command Presence**

Participants are instructed in proper, professional communicative measures. Also discussed is the role professionalism as a good role model during day to day work. The importance of maintaining a “command presence” is stressed.

### **DCS Legal & Ethical Considerations**

Participants are familiarized with specific employee legal rights/programs as well as an understanding of how to put those legal rights to use. Ethical issues will also be discussed and how they relate to your job.

### **Use of Mechanical Restraints**

Participants are instructed in the proper procedures for using restraints. Participants practice proper procedures in practical exercise.

### **Preventing Bullying**

Participants are instructed in various methods to recognize signs and symptoms of being victimized or bullied. Bullying prevention techniques are practiced as solutions to reduce the victimization by juveniles in custody.

### **Searches**

Participants are instructed in a course of searching people and property in the proper manner of completing searches.

### **Cultural Diversity**

Cultural issues are personal; they get to the heart of what you think about people, but rarely reveal. We may fear that we will offend others if we voice our opinion or thoughts on racial, ethnic, gender, or other such issues. These issues may be hard to talk about, but we need to become more comfortable talking about and dealing with different cultures. We cannot pick and choose our co-workers, the people we supervise or even our neighbors. We must be able and prepared to deal effectively with a wide variety of people; the key word here is effectively. The purpose of this course is to explore ways to work with our cultural differences not let them be stumbling blocks.

### **Defensive Driving**

In any department, the transporting of students from one location to another is a necessity. It is imperative that DCS or any other department accomplish this efficiently and safely. This course will focus specifically on transporting students utilizing the 15 passenger van, though most of the safety precautions and measures apply to vehicles of any size and capacity.

### **Transportation Techniques**

One of the greatest security concerns in any Detention center is the safe and secure movement of students from one place to another. There are policies in place governing how this movement is to be accomplished when it is necessary to transport a student outside the facility.

### **Team Building**

Participants are provided with the framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

### **Ombudsman**

Participants are introduced to the Tennessee Commission on Children and Youth conflict management and resolution services provided by the ombudsman program.

### **Setting Goals**

Participants are educated in the future and their employment opportunities. Setting goals personally and professionally are concentrated upon and the manner in making the goals attainable is stressed.

### **Verbal De-Escalation**

Participants are provided with the self-defense tool that is the first in their capability to calm an aggressive situation. The participants will learn many valuable verbal “do’s” and “don’ts” aimed at resolving verbally abusive and non-compliance incidents with students effectively and safely.

### **Post-Test/Evaluations**

Participants are provided with a final exam covering the combined information that was instructed upon during the training period. Participants are expected to PASS the final exam as a requirement for graduation.



### **DCS Overview**

Participants are educated in the overall abilities, divisions, and responsibilities of the Department of Children's Services.

### **Evaluations**

Participants will complete evaluations of the training environment to evaluate the courses, instructors, and make recommendations/requests.

### **Bethel University**

Participants are introduced to a representative from Bethel University that defines various opportunities for attending college courses to better the individual and the organization while earning a Bachelor's Degree or Master's Degree from a university.

**SPECIALTY TRAINING  
SCHEDULES AND COURSE  
SYLLABUS**

## Sergeant's Academy Week 1 Schedule -14-15

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:00 - 7:50		Breakfast			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 9:30		Class Expectations & Protocol	1.0		
	9:30 - 11:30		Introductory Presentations	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Role Determination & Role Modeling	2.0		
	2:30 - 4:30		Physical Fitness Introduction & Education	2.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Supper			
<b>TUESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Unit Cohesion	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Communicating the WRITE Way	1.0		
	1:30 - 4:30		Report Proofing	3.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Supper			
<b>WEDNESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Time Management	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 4:30		Emergency Response Scenarios	4.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Supper			
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Roster Management	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 4:30		Crime Scene Preservation	4.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
	5:00 - 6:00		Supper			
<b>FRIDAY = 5.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Prep.			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:00		Command Presence	2.5		
	11:00 - 12:00		Week One Assessment	1.0		

## Sergeant's Academy Week 2 Schedule – 14-15

<b>MONDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Grievance Resolution	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 4:30		Use of Force (Advanced Restraint Techniques)	4.0		
	4:30 - 5:00		Daily Performance Assessment	.5		
<b>TUESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Conflict Resolution	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		TEAM Act	2.0		
	2:30 - 4:30		Employee Discipline	2.0		
<b>WEDNESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Participant Presentations	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 5:00		Participant Presentations	4.5		
	5:00 - 6:00		Supper			
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	5:45 - 6:45		Physical Fitness	1.0		
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 11:30		Leading by Example	3.0		
	11:30 - 12:30		Lunch			
	12:30 - 3:00		Participative Leadership & Delegation	2.5		
	3:00 - 4:00		Comprehensive Exam	1.0		
<b>FRIDAY = 4.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	6:45 - 8:00		Hygiene, Breakfast, & Inspection Preparation			
	8:00 - 8:30		Uniform Inspection	.5		
	8:30 - 9:00		Course Evaluation	.5		
	9:00 - 11:00		One Mission! One Message! One Team!	2.0		
	11:00 - 12:00		Graduation	1.0		

## ***SERGEANT'S ACADEMY SYLLABUS – WEEK 1***

### **Uniform Inspection**

Participants will learn the proper methods and standards for service uniform wear/appropriate business attire. Participants will wear uniforms/business attire and will be inspected daily ensuring statewide adherence to department policy. Participants will also be given the opportunity to inspect others. (Command Skills, Motivating Others, Composure)

### **Class Expectations and Protocols**

Participants will receive an explanation of the reasoning and methodology behind the Sergeant's Academy and an understanding of the expectations of the participant during the Academy. (Problem Solving, Process Management, Written Communications, Motivating Others, Managing Diversity)

### **Introductory Presentations**

Participants will create individual biographies and introduce themselves to the class. (Written Communications, Planning, Composure)

### **Role Determination & Role Modeling**

Participants will be instructed on the proper roles of Corporals, Sergeants, Lieutenants, Captains, Probation/Parole Officer 3 and Probation/Parole Managers. (Command Skills)

### **Physical Fitness**

This is the fitness portion of the Sergeant's Academy and will consist of two phases: Education and Daily Physical Fitness Training. The first phase, education, involves classroom training on physical fitness education and the importance of physical fitness for command presence and overall health. The second phase is four courses of actual physical training that include Cardio Respiratory, Muscle Strength Endurance, Flexibility, and Cross Fitness. (Motivating Others, Command Skills, Composure, Planning)

### **Daily Performance Assessment**

Daily assessments of each participant's performance will be by instructors in order to determine further participation in the Academy.

### **Unit Cohesion**

Participants will be provided a design for the creation and facilitation of a teambuilding environment. Participants will be encouraged to be an effective part in our team. (Timely Decision Making, Written Communications, Drive for Results, Process Management)

### **Communicating the WRITE Way**

Participants will be given proper etiquette for on-line communication (e-mails, memos, notes, etc.). Participants will learn the basics of writing and communicating professionally in an office format. (Written Communications, Planning, Process Management)

### **Report Proofing**

Demonstration will be given on how to properly construct and proofread a report. (Written Communications, Timely Decision Making)

### **Time Management**

Participants will receive instruction in how to manage time effectively for a more productive work environment. Included is the importance of organization and prioritization of tasks/projects. (Timely Decision Making, Written Communications, Process Management, Planning, Drive for Results)

### **Emergency Response Scenarios**

Participants will be given instruction on the supervisory roles in response to a workplace emergency. Participants will be involved in practice scenarios demonstrating their understanding of the course material. (Planning, Timely Decision Making, Composure, Process Management, Problem Solving, Command Skills)

### **Roster/Personnel Management**

Participants will receive instruction on managing personnel resources. Upon completion of the course, supervisors and managers will be familiar with creating and maintaining workplace rosters/schedules. (Planning, Motivating Others, Written Communications, Process Management, Problem Solving, Timely Decision Making)

### **Crime Scene Preservation**

The Office of Investigation and Compliance will instruct participants on a supervisor's or management's role at a crime scene to preserve and protect evidence. Participants will understand the protection, handling, chain-of-custody, and securing of evidence practices according to policy. (Command Skills, Composure, Written Communications)

### **Command Presence**

Participants will learn the importance of supervisors and managers presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of supervisors and managers in presenting a professional appearance; professional attitude; and professional speech. (Command Skills, Composure, Motivating Others, Drive for Results)

### **Week One Assessment**

Participants are evaluated at the conclusion of week one and are assessed by instructors. Performance is measured and evaluated for participants to continue in the Sergeant's Academy based upon the assessment scores.

## ***SERGEANT'S ACADEMY SYLLABUS – WEEK 2***

### **Grievance Resolution**

Participants will be given instruction regarding supervisor responsibility in inmate/probationer grievance resolution. The purpose of the course is to inform the participants in methods of dealing with grievances to better resolve the inmate issues or differences at the lowest level possible. (Problem Solving, Written Communications, Timely Decision Making)

### **Use of Force (Advanced Restraint Techniques)**

Participants will be familiarized or re-familiarized with the policies in regard to the utilization of force and restraining persons. The participants will revisit and demonstrate restraint techniques and also learn advanced restraint techniques. (Command Skills, Composure)

### **Conflict Resolution**

Participants will receive instruction in problem-solving and pro-active resolutions of conflict among staff members by supervisors and managers. (Motivating Others, Managing Diversity, Problem Solving, Process Management)

### **TEAM Act**

A Human Resource representative will give instruction to the participants of the purpose and objectives of the TEAM Act. Participants will gain an understanding of the importance and impact of the TEAM Act and hiring the right employee. (Written Communications, Problem solving, Process Management, Managing Diversity, Drive for Results)

### **Employee Discipline**

Participants will become familiar with the employee Disciplinary process and the proper corrective actions to take in issuing disciplinary action. The participants will be instructed in the reasoning, process, and various types of discipline an employee can receive. (Planning, Process Management, Command Skills, Drive for Results, Written Communications, Managing Diversity, Motivating Others, Composure)

### **Participant Presentations**

Participants will prepare and present a 15 minute class presentation to their peers for mentoring and instructor building quality. This presentation will assist the participant in communication, command presence, and writing skills. (Written Communications, Command Skills, Composure, Motivating Others)



### **Leading By Example**

Participants will receive instruction in the importance of leading by positive example and exhibiting the overall image of a leader. Participants will learn the qualities and traits in order to possess and project the leadership image. (Command Skills, Composure, Written Communications, Drive for Results)

### **Participative Leadership and Delegation**

Participant will be educated on the proper delegation of responsibilities and tasks in a professional and guiding manner. (Command Skills, Composure, Written Communications, Drive for Results, Process Management, Planning)

### **Comprehensive Examination**

Participants will be required to demonstrate their proficiency and knowledge of courses attended. This final assessment must be passed with a minimum score accumulative of 80% or more for successful graduation from the prestigious Sergeant's Academy. (Composure, Written Communications, Command Skills)

### **One Mission! One Message! One Team!**

Guest speakers will be invited to give motivational speeches designed to encourage participants to utilize the opportunities and course materials from the Sergeant's Academy to benefit themselves and the department.

### **Graduation**

The participants that successfully complete all training courses will attend the graduation of the Sergeant's Academy.

## WARDEN'S ACADEMY SCHEDULE – FY 14-15

<b>MONDAY = 10.0</b>	Time Block		ID#	Training Module	Hrs.	Instructor	Location
	8:00am	9:00am		Introduction and Protocol	1.0		
	9:00am	10:00am		Uniform Dress Code	1.0		
	10:00am	12:00pm		Policy Consistency/Legality	2.0		
	12:00pm	1:00pm		Lunch			
	1:00pm	3:00pm		Understanding Use of Force	2.0		
	3:00pm	5:00pm		Budget Issues	2.0		
	5:00pm	6:00pm		Supper			
	6:00pm	8:00pm		Project	2.0		
<b>TUESDAY = 10.0</b>	Time Block		ID#	Training Module	Hrs.	Instructor	Location
	8:00am	10:00am		Time Management	2.0		
	10:00am	12:00pm		Roster Management	2.0		
	12:00pm	1:00pm		Lunch			
	1:00pm	4:00pm		Emergency Response Scenarios	3.0		
	4:00pm	5:30pm		Command Presence	1.5		
	5:30pm	6:30pm		Supper			
	6:30pm	8:00pm		Project Assignments	1.5		
<b>WEDNESDAY = 8.0</b>	Time Block		ID#	Training Module	Hrs.	Instructor	Location
	8:00am	10:00am		Crime Scene Preservation	2.0		
	10:00am	12:00pm		Conflict Resolution	2.0		
	12:00pm	1:00pm		Lunch			
	1:00pm	3:00pm		Memorandums and Reports	2.0		
	3:00pm	5:00pm		Proper Employee Discipline	2.0		
	5:00pm	6:00pm		Supper			
<b>THURSDAY = 8.0</b>	Time Block		ID#	Training Module	Hrs.	Instructor	Location
	8:00am	12:00pm		Unit Cohesion	4.0		
	12:00pm	1:00pm		Lunch			
	1:00pm	3:00pm		Project Presentations	2.0		
	3:00pm	5:00pm		Round Table	2.0		
	5:00pm	6:00pm		Supper			
<b>FRIDAY = 4.0</b>	Time Block		ID#	Training Module	Hrs.	Instructor	Location
	8:00am	10:00am		Leading by Positive Example	2.0		
	10:00am	12:00am		Closing Remarks/Evaluations	2.0		

## **WARDEN'S ACADEMY SYLLABUS**

### **Introduction and Protocol:**

Participants will receive an explanation of the reasoning and methodology behind the Warden's Academy and an understanding of the expectations of the participant during the Academy.

### **Uniform Dress Code:**

Participants will learn the proper methods and standards for service uniform wear or appropriate business attire. Participants will be provided with information about the importance of a professional appearance in the workplace . Participants will also be given the opportunity to inspect others.

### **Policy Consistency/Legality:**

Participants will analyze why policies and post orders vary so greatly and the importance of policies and post orders being consistent statewide

### **Understanding Use of Force:**

This course will discuss TDOC Policy 506.08 – Use of Force/Use of Weapons for Deadly Force and the appropriate use of force. This course will also compare the differences in the Use of Force policies from facility to facility and focus on bring consistency statewide.

### **Budget Issues:**

Participants will be shown the importance of an executive's role in strategic financial management and the budget preparation process.

### **Time Management:**

Participants will receive instruction in how to manage time effectively for a more productive work environment. Included is the importance of organization and prioritization of tasks/projects.

### **Roster Management:**

Participants will receive instruction on managing personnel resources. Upon completion of the course, supervisors and managers will be familiar with creating and maintaining workplace rosters/schedules.

### **Emergency Response Scenarios:**

Participants will be given instruction on the supervisory roles in response to a workplace emergency. Participants will be involved in practice scenarios demonstrating their understanding of the course material.

### **Command Presence:**

Participants will learn the importance of supervisors and managers presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of supervisors and managers in presenting a professional appearance; professional attitude; and professional speech.

### **Project Assignments:**

Participants will be given various executive level projects that will be presented and reviewed for factual based information that has been thoroughly researched and prepared appropriately. The project will be assessed for policy compliance, innovative creation and potential implementation.

### **Crime Scene Preservation:**

The Office of Investigation and Compliance will instruct participants on a supervisor's or management's role at a crime scene to preserve and protect evidence. Participants will understand the protection, handling, chain-of-custody, and securing of evidence practices according to policy.

### **Conflict Resolution:**

Participants will receive instruction in problem-solving and pro-active resolutions of conflict among staff members by supervisors and managers.

### **Memorandums and Reports:**

Participants will be given information on appropriate preparation of executive level documents and how to quickly and efficiently review a document.

### **Proper Employee Discipline:**

Participants will be given instruction in the appropriate way to criticize or discipline an employee and appropriate methods to utilize.

### **Unit Cohesion:**

Participants will be provided a design for the creation and facilitation of a teambuilding environment. Participants will be encouraged to be an effective part in our team.

**Leading by Positive Example:**

Participants will receive instruction in the importance of leading by positive example and exhibiting the overall image of a leader. Participants will learn the qualities and traits in order to possess and project the leadership image.

## Adjunct Instructor/Training for Trainers' Training Program Schedule – FY 14-15

<b>MONDAY = 8.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:30		Introduction/Goals	1.25		
	9:30 - 11:30		Initial Presentation Critique	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 2:00		Adult Learning Theory	1.5		
	2:00 - 3:30		Performance Evaluations	1.5		
	3:30 - 5:00		Topic Selection	1.5		
	5:00 - 5:30		Feedback	.5		
	5:30 - 6:30		Supper			
<b>TUESDAY = 10.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Instructional Strategies – Part 1	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Instructional Strategies – Part 2	1.0		
	2:00 - 5:00		Lesson Plans	3.0		
	5:00 - 5:30		Feedback	.5		
	5:30 - 6:30		Supper			
	6:30 - 8:30		Lesson Plan Practice	2.0		
<b>WEDNESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Training Aids	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Program Delivery (Art of Persuasion)	2.0		
	2:30 - 4:30		Classroom Management	2.0		
	4:30 - 5:00		Feedback	.5		
	5:00 - 6:00		Supper			
<b>THURSDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Develop Lesson Plans	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		Develop Lesson Plans	3.5		
	4:30 - 5:30		Supper			
	5:30 - 7:00		Lesson Plan Development	1.5		
<b>FRIDAY = 4.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Presentations	3.5		
	11:30 - 12:00		Wrap-Up/Evaluations	.5		

## ***TRAINING FOR TRAINERS/ADJUNCT INSTRUCTOR SYLLABUS\****

**\*The Training for Trainers program and a minimum of eight (8) hours of supervised classroom instruction are pre-requisites for becoming a Certified Adjunct Instructor. Once certified, these adjunct instructors would be utilized to instruct locally or at the Academy as an Academy representative.**

### **Introduction/Icebreakers**

When one is learning to instruct or facilitate a classroom, you have to learn how to start the learning process. In this section participants are going to learn how to introduce the classroom material and also how to integrate icebreakers into the learning environment.

### **Roles and Responsibilities**

The participant is learning how to instruct and facilitate a classroom and how to handle and manage the students and improve the learning environment for the students. Part of that process is being able to help relay the information about their roles and responsibilities to the participants. Your role means what is expected of you as an instructor. Along those lines, the instructor should be familiar with their responsibilities as well. In this section we are going to talk about and discuss the instructor's roles and responsibilities.

### **Instructor Etiquette**

This class will focus on the "how" of instruction that includes etiquette standards that should be followed in the classroom. Following instructor etiquette will allow the participants to see the instructor as a professional and will create a successful learning environment.

### **Command Presence**

Participants will learn the importance of supervisors and managers presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of supervisors and managers in presenting a professional appearance; professional attitude; and professional speech.

### **Presentation Skills**

This class is designed to provide the skills needed to prepare a presentation, delivery guidelines, effective presentation and handling disruptive behavior.

### **Presentation Skills – Exercise**

Each participant will be prepare and deliver a presentation utilizing the skills they have learned. Presentations will be watched by a seasoned instructor and suggestions for improvement will be provided.

### **Knowing Your Audience – Adult Learning Theory**

As an Instructor you need to be familiar with the different ways people learn. The way one individual learns can be different than the next. As an Instructor you have to be able to adapt to their learning behavior. In this section we are going to learn about The Adult Learning Theory. We are also going to be able to incorporate this theory into knowing how our audience learns and takes in Information.

### **Creating Training Aids**

The purpose for this class is to guide the participants in the effective use of material that support the lesson content. Materials include power points, handouts, flipcharts, videos, chalkboard or whiteboard. Training aids are helpful but are not to be used as a crutch.

### **Creating a Lesson Plan**

This course is designed to provide instruction on the purposes, requirements and steps to creating a lesson plan. Lesson plans should be clearly written in such a manner that another person could teach the class from the material provided.

### **Class project – Lesson Plan Development**

Participants are given a topic (individually or in groups) by the instructor and will research and develop a lesson plan during this time that they will present to a group the following day.

### **Presentation Practice**

This time is set aside for the participants to practice the presentation they will give to the group utilizing the present skills they have been provided.

### **Team Presentations**

Participants will present the lesson they developed and will be rated on development, presentation skills, class control, use of training aids, etc.



## Basic Managerial Development Training Schedule FY 14 - 15

MONDAY = 10.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Orientation/Overview	1.0		
	9:00 - 11:00		Fundamentals of Management	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 2:00		Professional Communication	2.0		
	2:00 - 3:00		Human Resource Management	1.0		
	3:00 - 5:00		Decision Making and Problem Solving	2.0		
	5:00 - 6:00		Dinner			
	6:00 - 8:00		Team Building	2.0		
TUESDAY = 6.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Organizational Management	1.0		
	9:00 - 11:00		Measuring Performance	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 1:00		Managerial Legal Issues	1.0		
	1:00 - 2:00		Organizational Change and the Future	1.0		
	2:00 - 3:00		Graduation	1.0		

## ***BASIC MANAGERIAL DEVELOPMENT TRAINING SYLLABUS***

### **Orientation/Overview**

Participants provide a brief oral biography of the individual participant. The participants are provided a brief overview of the Basic Management Development Program.

### **Fundamentals of Management**

Participants are educated in the fundamental elements of leadership. Participants examine the styles of leadership; types of leadership; command presence; total quality management; and use of power.

### **Professional Communication**

Participants are educated on the proper etiquette for on-line, written, and verbal communication (e-mails, memos, notes, etc.) to communicate effectively as a team member. Participants will learn the basics of writing and speaking professionally in an office format within the workplace environment.

### **Human Resource Management**

Participants are provided with a working knowledge of the Human Resource areas of management. Topics discussed include employee leave and overtime law, employee rights, and the various employee employment issues.

### **Decision Making and Problem Solving**

Participants examine the fundamentals to effective decision making and problem solving skills. Participants are encouraged to practice problem-solving strategies and relate as an effective team.

### **Team Building**

Participants are provided the foundational framework for the creation and facilitation of teambuilding environments. The participants are given exercises and are encouraged to use the strategies in the course to successfully meet the objectives of the exercises as a team.

### **Organizational Management**

Participants are provided a brief overview of organizational management and the importance of organization upon the organization. Topics covered include the organizational structure and the chain of command with a brief overview of groups and subgroups becoming teams.

### **Measuring Performance**

Participants are provided the proper evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

### **Managerial Legal Issues**

Participants will be instructed in legal issues that affect leadership. Included is information about criminal liabilities, civil liabilities, and use of force concerns.

### **Organizational Change and the Future**

Participants are provided a brief overview of the vision, goals, and objectives of the Tennessee Department of Correction and the future of the department. Participants determine personal and professional goals for future development and examine their potential future.

## New Supervisors' Training Schedule FY 14-15

<b>MONDAY = 9.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	8:00am 9:00am		Welcome/ Course Intro	1.0		
	9:00am 11:00pm		Supervisor Roles and Responsibilities	2.0		
	11:00am 12:00pm		American Disabilities Act	1.0		
	12:00pm 1:00pm		Lunch			
	1:00pm 5:00pm		Respectful Workplace	4.0		
	5:00pm 6:00pm		Supper			
	6:00pm 7:00pm		Employee Assistance Program	1.0		
<b>TUESDAY = 10.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	8:00am 12:00pm		Performance Coaching	4.0		
	12:00pm 1:00pm		Lunch			
	1:00pm 3:00pm		SMART	2.0		
	3:00pm 5:00pm		Effective Communication	2.0		
	5:00pm 6:00pm		Supper			
	6:00pm 8:00pm		Conflict Resolution	2.0		
<b>WEDNESDAY = 9.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	8:00am 12:00pm		Competency and Behavior Based Interviewing	4.0		
	12:00pm 1:00pm		Lunch			
	1:00pm 3:00pm		Problem Solving/Decision Making	2.0		
	3:00pm 5:00pm		Time Management	2.0		
	5:00pm 6:00pm		Supper			
	6:00pm 7:00pm		Professional Ethics	1.0		
<b>THURSDAY = 8.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	8:00am 11:00am		Drug Free Workplace for Supervisors	3.0		
	11:00am 12:00pm		Teams and Groups ( Part 1)	1.0		
	12:00pm 1:00pm		Lunch			
	1:00pm 3:00pm		Teams and Groups ( Part 2)	2.0		
	3:00pm 5:00pm		Getting Effective Information	2.0		
<b>FRIDAY = 4.0</b>	<b>Time Block</b>	<b>ID#</b>	<b>Training Module</b>	<b>Hrs.</b>	<b>Instructor</b>	<b>Location</b>
	8:00am 9:00am		Making the Transition	1.0		
	9:00am 11:00am		Preparing to Supervise/Action Plans	2.0		
	11:00am 12:00pm		Evaluations/Graduation	1.0		

## **NEW SUPERVISOR TRAINING SYLLABUS**

### **Welcome/Course Introduction**

The goal of this course is to allow participants to envision themselves as successful supervisors and be empowered to succeed by giving them the tools and skills required. Participants will be introduced to the course and each other and class expectations.

### **Roles and Responsibilities**

This module is designed to examine effective ways for the new supervisor to transition from line staff to supervisor. People new supervisors previously worked with may not be sure how to interact with them. This course provides the skills to go from being “self-oriented” to being “other oriented”.

### **Americans With Disability Act**

This course is designed to provide the participant with an understanding of the American’s With Disabilities Act and its applications in and impact on the work place.

### **Respectful Workplace**

This course is designed to thoroughly examine “Employee Sexual Misconduct, Sexual Harassment, and Workplace Harassment.” Through a combination of discussion and group activities, we will identify the “protected classes” covered in this policy. We will review Department of Human Resources (DOHR) definition of workplace harassment and retaliation, and analyze examples of workplace harassment. It is only through a complete and shared understanding of these issues, that we can create a productive workplace free of harassment, hostility and retaliation.

### **Employee Assistance Program**

This course is designed to familiarize the trainees with the services offered by the Employee Assistance Program and the ways to access them. This program is available free to state employees. The class will address and discuss the kinds of problems/issues the EAP is designed to address.

### **Performance Coaching**

Participants are given skills to utilize when receiving or giving feedback, receiving or giving constructive criticism and how to encourage staff to improve their own work habits.

### **SMART Training**

Participants are provided the SMART evaluation model and are educated on the proper format for job plans, interim plans, and evaluation methods for subordinates within the organization. Concepts of evaluating employees are discussed and encouraged for successful evaluation processes.

### **Effective Communication**

Communication styles are one of the more powerful ways that we, as individuals or groups, project our cultural heritage, our preferences and our values. They are also the sources of most of our misunderstandings, confusion and misconceptions. Supervisors must develop a sensitivity and awareness to the many ways communications may come to them and be vigilant regarding their biases and own cultural filters.

### **Conflict Resolution**

Conflict is a fact of life in both personal and professional arenas. Managing conflict in the workplace is extremely important to create a safe working environment, both mentally and physically, and to sustain productivity. This module will address six different sources of conflict and suggest self-assessment tools that can help managers understand their response to conflict.

### **Competency and Behavior Based Interviewing**

During this class the participant will learn why using competency behavioral based questions is best practice. The participant will learn how to write and use such questions for interviewing applicants for job positions within your agency. In addition, the participant will learn how to make certain that such interview questions are legally acceptable to use during an interview. This is an experiential based training that allows participants to practice incorporating the concepts and receive feedback.

### **Problem Solving/Decision Making**

This course is designed to provide effective processes for critical thinking and decision making techniques. A large part of supervision is problem solving. Supervisors have to learn to see things from many different perspectives: our own, our staff, the organization and the public.

### **Time Management**

This lesson plan introduces the participant to the essential time management tools needed to do long range planning and handle day to day projects and assignments.

## **Professional Ethics**

In today's workplace, just knowing what is right can be complicated. It seems that with so many entities telling us what is right and what is wrong, that we feel that we are drifting into uncharged ethical waters. This course will offer insights on maintaining integrity in the workplace by establishing ethical standards to serve as anchors to keep us from drifting away from what is right.

## **Drug Free Workplace For Supervisors**

Supervisors are to receive the basic "Drug Free Workplace" during CORE training. This course provides additional information for supervisors since they are charged with determining **reasonable suspicion**. Managers and Supervisors need additional information delineating their expanded role in establishing and maintaining a drug-free workplace.

## **Teams and Groups**

As a line supervisor you very seldom have the luxury of hand selecting your team of employees, rather, they are usually assigned to you as an existing fixture of a post you will now be supervising. With this in mind, the focus of this module of instruction is geared toward giving you tools to effectively develop existing unit of employees into teams.

## **Getting Effective Information**

In this module, the participant will learn some powerful language skills to help them become more masterful in getting the information you need. As a supervisor, the ability to get and give information is vital to the success of your job.

## **Making the Transition**

During this module, the participant will develop a Personal Action Plan detailing their plans for their own transition from line staff to supervisor.

## **Preparing to Supervise**

The participants will discuss their Personal Action Plan and skills they have learned to help them become a better supervisor.

**In-Service Firearms Instructor Training Program**  
**Schedule – FY 14-15**

<b>MONDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Qualification Course	2.0		
	11:00 - 12:00		Policy Review	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		The Line Instructor	1.0		
	2:00 - 3:00		Fundamentals of Shooting	1.0		
	3:00 - 4:00		Common Shooting Errors	1.0		
	4:00 - 5:00		The Problem Shooter	1.0		
	5:00 - 6:00		Supper			
	6:00 - 7:00		Mechanics of Vision	1.0		
	7:00 - 8:00		Target Analysis	1.0		
<b>TUESDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Range Officer Practicum	.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		Range Officer Practicum	2.5		
	4:30 - 5:00		Presentation Assignments	.5		
	5:00 - 6:00		Supper			
<b>WEDNESDAY = 8.0</b>	6:00 - 7:00		Presentation Preparation	1.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Revolver Lesson Plan	2.0		
	10:00 - 12:00		Revolver Practicum	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Rifle Lesson Plan	2.0		
<b>THURSDAY = 10.0</b>	3:00 - 5:00		Rifle Practicum	2.0		
	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Shotgun Lesson Plan	2.0		
	10:00 - 12:00		Shotgun Practicum	2.0		
	12:00 - 1:00		Lunch			
<b>FRIDAY = 3.0</b>	1:00 - 5:00		Range Practicum	4.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Range Practicum	2.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Instructor Presentations	2.0		
	10:00 - 11:00		Course Summary/Evaluations	1.0		



## **FIREARMS INSTRUCTOR TRAINING SYLLABUS**

### **Orientation/Course Introduction**

Participants will be given an overview of the course, the participant workbook and the expectations for the class.

### **Qualification Course**

Participants will complete the Standard Qualification Course and must obtain a score of 90% with all weapons to be eligible to continue the program.

### **Policy Review**

Participants will complete an in-depth review of TDOC Policy 506.08, The Use of Force/Use of Weapons for Deadly Force and its' requirements.

### **The Line Instructor**

This course is designed to provide the participant with information regarding range safety, instructional techniques, and firing line interaction, training aids, firing line checklists, clearing the line and scoring the targets.

### **Fundamentals of Shooting**

This course will provide the participant with the foundation of good shooting to include consistent ammunition performance, consistent weapon, performance, and consistent shooter performance. Other topics discussed are target shooting vs. combat shooting, the balance between speed and accuracy, stance, grip, sight alignment, sight picture, respiration, trigger control and follow through.

### **Common Shooting Errors**

The shooter must consistently and correctly apply the fundamentals of shooting to every shot fired. When the shooter performs poorly, the firearms instructor must observe, detect, explain and correct errors in shooting. This course is designed to provide the participant with the most common shooting errors and suggestions for correction.

### **The Problem Shooter**

The majority of the instruction time will be spent with the problem or struggling shooter. This can be both rewarding and frustrating. It is important for both to maintain a positive attitude. The success of any instructor is measured by the success of the shooter. This course will provide the skills to diagnose and correct shooting problems.

### **The Mechanics of Vision**

This course provides a basic understanding of anatomy and physiology of the eye and how vision affects shooting. Common vision problems are discussed along with issues when shooting in diminished light and monocular vs. binocular vision.

### **Target Analysis**

When observing, detecting, explaining and correcting marksmanship errors, the target can be used as a valuable source of clues. This course will provide the participant with information on how to analyze the target and assess possible causes of shooting errors.

### **Range Officer Practicum**

Participants will observe experienced range officers directing range activities .

### **Presentation Preparation**

Participants will be assigned lesson plans to instruct and will prepare their instruction method during this time period.

### **Revolver, Rifle and Shotgun Lesson Plan**

Participants will be presented the lesson plans for the revolver, rifle and shotgun that details the nomenclature, safety issues, ammunition issues, etc.

### **Revolver, Rifle and Shotgun Practicum**

Participants will participate in a qualification course utilizing each weapon with the other participants.

### **Range Practicum**

Participants will each have an opportunity to conduct a live-fire exercise as the range commander.

### **Instructor Presentations**

Participants will present the lesson plans they were assigned to present and will be evaluated by the instructor as to their presentation skills and accuracy.

**Incident Command School Training Program  
Schedule FY 14-15**

<b>3:30 MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:30		Introduction to Incident Command	1.25		
	9:30 - 11:00		Elements Of Command	1.5		
	11:00 - 12:00		Incident Objectives & Levels of Command	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Incident Objectives & Levels of Command (cont.)	1.5		
	2:30 - 3:30		Exercise Components	1.0		
	3:30 - 5:00		ICS Scenarios	1.5		
	5:00 - 6:00		Supper			
<b>TUESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		ICS Scenarios	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		ICS Scenarios	4.0		
	5:00 - 6:00		Supper			
<b>WEDNESDAY = 4.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:45		ICS Scenarios	3.75		
	11:45 - 12:00		Training Design/Evaluations	.25		

## ***INCIDENT COMMAND SYSTEM TRAINING SYLLABUS***

### **Introduction to Incident Command for Corrections**

This course introduces the Incident Command System for Corrections and provides participants with a fundamental understanding of line level response to emergencies in an institutional setting.

### **Elements of Command**

This course provides the line level supervisors with a fundamental understanding of first line response to emergencies in an institutional setting. Participants will be able to effectively use the elements of command. Topics discussed include command modes, establishing command, transfer of command, incident assessment, Incident Action Plans and the levels of response.

### **Incident Objectives and Levels of Command**

This course describes the process of establishing effective incident objectives and provides an understanding of the positions in each level of command, how the command structure can be expanded and the responsibilities of each position.

### **Exercise Components**

This course introduces the proper method of creating and conducting exercises consistent with the Incident Command System that are safe and minimally disruptive to the operation of the facility. Also discussed is the importance of debriefing and how this can lead to improved performance.

### **Incident Scenarios**

Participants are lead through a variety of emergency scenarios involving both Tabletop and Functional exercises. They are able to set up a Command Center and put the skills learned during the class into practice.

**Institutional Field Training Officer Program Schedule  
FY 14 - 15**

<b>MONDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Program Overview	.75		
	9:00 - 12:00		IFTO & FTO Basics	3.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		FTO Program Characteristics	1.0		
	2:00 - 4:00		Learning Styles	2.0		
	4:00 - 5:00		Teach-Back Assignments	1.0		
<b>TUESDAY = 8.0</b>	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Module Checklist	2.0		
	10:00 - 12:00		Writing Module Checklists	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		IFTO Presentations	3.5		
	4:30 - 5:00		Evaluations/Graduation	.5		

## ***INSTITUTIONAL FIELD TRAINING OFFICER TRAINING SYLLABUS***

### **Program Overview**

This module will give the participants an overall description of the Field Training Officer program and what will be expected of them during the course.

### **IFTO and FTO Basics**

This module will focus on the duties of the supervising Institutional Field Training Officer and non-supervisory Field Training Officers as it relates to the new employees to the facility. This course also discusses the qualities that should be looked for when selecting the Field Training Officers.

### **FTO Program Characteristics**

This module will discuss the benefits of performance based training, completion of the various checklists, the evaluation process and follow-up after the two-week OJT.

### **Learning Styles**

Each IFTO needs to be familiar with the different ways people learn. The way one individual learns can be different than the next. As an IFTO you have to be able to adapt to their learning behavior.

### **Teach-Back Assignments**

The instructor will assign components of the Field Training Officer lesson plan that each participant will be responsible for presenting.

### **Module Performance Checklist**

During the OJT process, there will be certain skill in which the new correctional officer will be required to demonstrate proficiency. This course will examine the checklists and what information needs to go on the checklist to obtain the objective desired.

### **Writing Module Performance Checklists**

During this class, participants will write checklists that will be evaluated to see if the step-by-step instructions listed on the checklist will obtain the stated objective.

### **IFTO Presentations**

The participants will present their assigned portion of the FTO training lesson plan and the instructor will evaluate their presentation ability.

**Probation/Parole Officer Use of Force Training  
Week 1 Schedule FY 14-15**

<b>MONDAY = 9.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:30		Orientation	.5		
	8:30 - 12:00		MMPI	3.5	Nikki Todd	
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Sudden In-Custody Death Syndrome	2.0		
	3:00 - 5:00		Liability	2.0	Guest/	
	5:00 - 6:00		Supper			
	6:00 - 7:00		Constitutional Law	1.0	Guest/	
<b>TUESDAY = 8.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Verbal Self-Defense	2.0		
	10:00 - 11:30		Introduction to Self-Defense – Day 1	1.5		
	11:30 - 12:30		Lunch			
	12:30 - 2:30		Defensive Tactics – Day 2	2.0		
	2:30 - 5:30		Chemical Agents	3.0		
	5:30 - 6:30		Supper			
<b>WEDNESDAY = 8.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Defensive Tactics – Day 3/Handcuffing	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 5:00		Effective Offender Home Searches	4.5		
	5:00 - 6:00		Supper			
<b>THURSDAY = 8.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Defensive Tactics – Day 4/Escort Position & Rear Take Down	3.5		
	11:30 - 12:30		Lunch			
	12:30 - 4:00		Defensive Tactics – Day 5/Wrist Locks & Joint Manipulation	3.5		
	4:00 - 5:30		Command Presence	1.5		
	5:30 - 6:30		Supper			
<b>FRIDAY = 3.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 11:30		Personal Searches	3.5		

**Total Hours: 37.5**

**Probation/Parole Officer Use of Force Training  
Week 2 Schedule FY 14-15**

MONDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Pistol Familiarization Lab	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:30		Pistol Familiarization Lab	3.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Dinner			
TUESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Shooting Drills	4.0		
	5:00 - 6:00		Dinner			
WEDNESDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Dinner			
THURSDAY = 9.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Qualification Practice	1.5		
	9:30 - 12:00		Qualification	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		
	2:30 - 4:30		Team Building	2.0		
	4:30 - 5:30		Dinner			
	5:30 - 7:30		Managing Conflict	2.0		
FRIDAY = 3.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:00		Weapons Retention	2.0		
	10:00 - 11:30		Graduation	1.5		

**Total Hours: 37.5**



**PROBATION/PAROLE OFFICER USE OF FORCE TRAINING**  
**SYLLABUS – WEEK 1**

**MMPI**

Participants will be administered a mental health examination by a mental health professional. If the participant is not certified, they will not be allowed to continue in the program.

**Sudden In-Custody Death Syndrome**

Officers have a limited and largely inadequate set of tools to use to safely subdue violent aggressive offenders, according to a recent analysis done by the National Law Enforcement Technology Center about in custody deaths. The Center discovered evidence that unexplained in-custody deaths are caused, more often than is generally known, by a little known phenomenon called positional asphyxia. Officers need to be aware why these deaths occur and how to prevent them. Through lecture/discussion and video presentation, the instructor will identify the factors found to cause positional asphyxia. Recommendations for assuring offender safety and advisory guidelines for care of inmates will also be provided.

**Liability**

During this course of instruction, we will discuss the State and federal laws and TDOC policies that govern the use of state issued firearms.

**Constitutional Law**

This course will discuss the United States Constitutional Foundations as it relates to law enforcement and Corrections. The Bill of Rights will be discussed with particular attention to the 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> Amendments. Several Court cases in the development of Federal and State applications of law will be reviewed. The results of not following the Constitution, Federal and State Law along with TDOC Policy will be discussed. Finally, a survey of some common laws, and the police powers of the Department are discussed to allow the student to gain some connection between theory and how the TDOC and the State of Tennessee must conduct business in relation to the Constitution.

**Verbal Self-Defense**

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are “our own fault.” This course will provide the correctional employee with many valuable verbal “do’s and “don’ts” during confrontations with inmates.

### **Introduction to Self Defense (Proper Stance, Knee and Elbow Strikes)**

This is the first module of self-defense training. During this class the participant will be instructed in techniques to defend themselves, the policy constraints associated with the use of force and the safety rules for self-defense class that are in place to help reduce injuries.

### **Defensive Tactics – Defense against Punches and Chokes, Body Locks & Proper Falling**

This is the second module of self-defense training. During this class the participant will be instructed in techniques to defend against punches, techniques to properly break their fall if thrown by their attacker and how to escape from a rear choke hold. They will also be trained to escape from various body locks including being attacked from behind with your arms pinned or free. Please remember all the safety rules for self-defense class so that no one gets injured.

### **Chemical Agents**

This course introduces the new correctional officer to the use and effects of aerosol chemical agent through lecture, demonstration and practical application.

### **Defensive Tactics – Basic Restraints**

This course is designed to familiarize the new employee with the types of force/restraints approved by TDOC policy. Employees will be specifically trained in the use of restraint equipment for transporting inmates and must demonstrate proficiency in their application.

### **Effective Offender Home Searches**

Conducting effective offender home searches will be discussed and examined in this course. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

### **Defensive Tactics – Escort Position and Rear Takedown**

Participants are taught how to perform escort positions on potential or unruly offenders. If an altercation ensues, the participant will know how to safely and effectively restrain the offender through rear take-downs and advanced cuffing techniques.

### **Defensive Tactics – Wrist Lock and Joint Manipulation**

In this class the participant will learn to apply the Kote-Gaeshi and Ikkyo pain compliance techniques to control a non-compliant offender, followed by applying restraints to the offender and assisting the offender to a standing position while safely restrained.

### **Command Presence**

Participants will learn the importance of supervisors and managers presenting a command presence among staff and inmates. Participants will understand the requirement and benefit of supervisors and managers in presenting a professional appearance; professional attitude; and professional speech.

### **Personal Searches**

The overall safety and security of any employee relies greatly upon their ability and willingness to perform a thorough, effective search. During this class, we will take an in-depth look into the body search, the types of body searches, and the proper procedures and performance of these searches.

### **Effective Offender Home Searches**

Conducting effective offender home searches will be discussed and examined in this course. The student will identify core concepts associated with home searches of probationers and paroles under the supervision of the TN Department of Corrections.

**PROBATION/PAROLE OFFICER USE OF FORCE TRAINING**  
**SYLLABUS – WEEK 2**

**Course Introduction**

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

**Pistol Familiarization Lab**

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

**Shooting Principles Lab**

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

**Familiarization Practicum**

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

**Shooting Drills**

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

**Live Fire Drills**

Participants will participate in live fire rounds on the shooting range.

**Stoppage Reduction Drills**

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

**Qualification Practice**

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

### **Qualification**

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.

### **Team Building**

This course allows the new supervisor to understand the importance of effective teams within an organization. It opens the process for recognizing characteristics and qualities of each individual and utilizing them to their maximum potential while emphasizing the positive effects and benefits of team work to the supervisor, the coworkers and the organization as a whole.

### **Managing Conflict**

This course will provide the new supervisor with interaction skills that enable them to resolve issues in a non-biased approach considering the best interest of each party involved as well as the organization. Role playing, lecture and group discussion are used to facilitate this topic.

### **Weapons Retention**

This class will provide field services personnel with the proper techniques for weapon retention and disarming. It will also provide personnel with the skills and knowledge to effectively deal with these deadly force encounters.

## PISTOL TRANSITION COURSE SCHEDULE – FY 14-15

<b>TUESDAY = 6.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	1:00 - 1:15		Orientation	.25		
	1:15 - 2:00		Course Introduction	.75		
	2:00 - 5:30		Pistol Familiarization Lab	3.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Shooting Principles Lab	1.5		
<b>WEDNESDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Low Light Shooting	1.5		
<b>THURSDAY = 10.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Qualification Practice	1.5		
<b>FRIDAY = 6.0</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 10:30		Qualification	2.5		
	10:30 - 11:00		Lunch			
	11:00 - 12:30		Qualification	1.5		
	12:30 - 2:30		Certificates/Training Needs/Evaluations	2.0		

## **PISTOL TRANSITION COURSE SYLLABUS**

### **Course Introduction**

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

### **Pistol Familiarization Lab**

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

### **Shooting Principles Lab**

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

### **Familiarization Practicum**

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

### **Shooting Drills**

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

### **Low Light Shooting**

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

### **Live Fire Drills**

Participants will participate in live fire rounds on the shooting range.

### **Stoppage Reduction Drills**

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

### **Qualification Practice**

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

### **Qualification**

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.



## NEW HOSTAGE NEGOTIATOR COURSE SCHEDULE – FY 14-15

<b>MONDAY = 8.5</b>	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:30		Intro to Negotiation	1.25		
	9:30 - 11:30		Qualities of a Negotiator	2.0		
	11:30 - 12:30		Lunch			
	12:30 - 1:30		Introduction to ICS	1.0		
	1:30 - 3:30		Principles of Negotiation	2.0		
	3:30 - 5:30		Psychology of Hostage Taker	2.0		
<b>TUESDAY = 8.5</b>	5:30 - 6:30		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Stress in the Hostage Situation	1.0		
	9:00 - 10:00		Face to Face Lecture	1.0		
	10:00 - 12:00		Face to Face Practical Exercise	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 4:30		Face to Face Practical Exercise	3.5		
	4:30 - 5:30		Face to Face Review	1.0		
<b>WEDNESDAY = 11.0</b>	5:30 - 6:30		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:00		Command Post Set-Up & Control	1.0		
	9:00 - 10:00		Telephone Negotiation Techniques	1.0		
	10:00 - 11:00		Flow of the Negotiation	1.0		
	11:00 - 12:00		Use of Inmate Inst. Information	1.0		
	12:00 - 1:00		Lunch			
	1:00 - 2:00		Inst. Information Exercise	1.0		
	2:00 - 4:00		Stockholm Syndrome	2.0		
	4:00 - 5:00		The Role of Tactics	1.0		
<b>THURSDAY = 8.0</b>	5:00 - 6:00		Supper			
	6:00 - 9:00		Practical Exercise	3.0		
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Practical Exercise	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Review of Practice Exercise	2.0		
<b>FRIDAY = 4.0</b>	3:00 - 5:00		Suicide/Multiple Hostage Situations	2.0		
	5:00 - 6:00		Supper			
	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 9:30		Information Review	1.5		
	9:30 - 11:00		Video	1.5		
	11:00 - 11:30		Evaluations	.5		
	11:30 - 12:00		Graduation	.5		

## **NEW HOSTAGE NEGOTIATOR COURSE SYLLABUS**

### **Introduction to Negotiation**

This course introduces Hostage/Crisis Negotiation and provides participants with a fundamental understanding of how the negotiation process developed and what it means to “negotiate”. It gives a brief overview of the phases of the negotiation process and the basic objectives of a hostage/crisis negotiator.

### **Qualities of a Negotiator**

This course is designed to show participants the different aspects that are required to be a good negotiator. It will also introduce the team structure and the role of the team during hostage/crisis negotiations.

### **Introduction to Incident Command System**

This course introduces the Incident Command System for Corrections and provides the participants with a fundamental understanding of line level response to emergencies in an institutional setting.

### **Principles of Negotiation**

This course is designed to teach the negotiator the principles of hostage/crisis negotiation and how to use these principles to enhance your personal creativity, talent for persuasion, alertness and grasp of human psychology. All of these are tools which help ensure a successful resolution to the hostage situation.

### **Psychology of a Hostage Taker**

This course is designed to give the negotiator some insight into some of the different types of people who take hostages and the special issues involved in negotiating with these individuals.

### **Stress In The Hostage Situation**

This course is designed to acquaint the negotiator with what stress is, the particular stressors that are present in a hostage situation and provide some direction as to how to handle negative stress situations.

### **Face-To-Face Lecture**

This course is designed to acquaint the negotiator with the face-to-face negotiation process and to provide them with guidelines for personal safety in these situations.

### **Face-To-Face Practical Exercise and Review**

This is a practical application period where participants will practice the guidelines they have been given for face-to-face negotiation. Following the practical exercise, the participants will discuss what they discovered during the exercise.

### **Command Post Set-Up and Control**

This course is designed to teach the participants what a command post is, how it is set up, and how the security and control are maintained.

### **Telephone Negotiation Techniques**

This course is designed to teach the negotiator the proper techniques for establishing telephone communication as well as the proper use of the equipment involved.

### **Flow of the Negotiation (Charting)**

This course is designed to teach the participant charting techniques to enhance the ability to monitor the hostage taker's mood swings and mental status.

### **Use of Inmate Institutional Information and Exercise**

This course is designed to reinforce to the participant the many types of information that is available about a hostage taker and how to utilize this information to make informed decisions. There is an exercise that allows the participant to look through a dummy file and assess the information contained in it.

### **Stockholm Syndrome**

This course is designed to acquaint the participant with the Stockholm Syndrome, how it occurs and how it may affect you during negotiations.

### **The Role of Tactics**

This course is designed to acquaint the participants with the role of Tactical Units in a hostage situation, what can be expected, and the type of information to provide them.

### **Practical Exercise and Review**

During this class, the participants are presented with a variety of live negotiation situations and they have to set up the command post, establish their team and negotiate through each situation presented. Following the exercise, the participants will discuss their experience with the negotiation process.

### **Suicidal or Multiple Hostage Situations**

This course is designed to acquaint the participant with the different dynamics when they must intervene in suicidal situations or incidents where there are multiple hostage takers.

### **Information Review**

The participants are given an opportunity to review the information presented to them during the week, ask any questions they may have or clarify any information that has been presented.

### **Video**

The participants are shown videos from actual hostage situations which allows them to have some insight into how the process works in action.

## NEW TRANSPORTATION OFFICER TRAINING PROGRAM – WEEK 1

MONDAY = 8.25	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 8:15		Orientation	.25		
	8:15 - 9:00		Course Introduction	.75		
	9:00 - 11:00		Pistol Familiarization Lab	2.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:30		Pistol Familiarization Lab	3.5		
	3:30 - 5:00		Shooting Principles Lab	1.5		
	5:00 - 6:00		Supper			
TUESDAY = 10.25	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 12:00		Familiarization Practicum	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Shooting Drills	4.5		
	5:30 - 6:30		Supper			
	6:30 - 8:00		Low Light Shooting	1.5		
WEDNESDAY = 8.75	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 12:00		Live Fire Drills	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:30		Stoppage Reduction Drills	4.5		
	5:30 - 6:30		Supper			
THURSDAY = 8.75	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 9:30		Qualification Practice	1.5		
	9:30 - 12:00		Qualification	2.5		
	12:00 - 1:00		Lunch			
	1:00 - 2:30		Qualification	1.5		
	2:30 - 4:30		Liability	2.0		
	4:30 - 5:30		TN Law	1.0		
	5:30 - 6:30		Supper			
FRIDAY = 4.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	8:00 - 12:00		Weapon Retention	4.0		

**Total Hours: 40**

## NEW TRANSPORTATION OFFICER TRAINING PROGRAM – WEEK 2

MONDAY = 9.75	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 11:00		RACC Belt	3.0		
	11:00 - 12:00		Lunch			
	12:00 - 3:00		RACC Belt	3.0		
	3:00 - 5:00		Public Relations	2.0		
	5:00 - 6:00		Supper			
	6:00 - 7:30		Radio Communication	1.5		
TUESDAY = 8.25	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 12:00		Inmate/Vehicle Searches	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 5:00		Restraints	4.0		
WEDNESDAY = 10.25	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 10:00		Custody Level Transport	2.0		
	10:00 - 12:00		Specialized Transportation	2.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Specialized Transportation	2.0		
	3:00 - 5:00		Proper Chase Procedure	2.0		
	5:00 - 6:00		Supper			
	6:00 - 8:00		Emergency Responses	2.0		
THURSDAY = 9.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspections	.25		
	8:00 - 12:00		Defensive Driving/EVOC	4.0		
	12:00 - 1:00		Lunch			
	1:00 - 3:00		Effective Communication	2.0		
	3:00 - 4:00		Scenarios	1.0		
	4:00 - 5:00		Supper			
	5:00 - 6:45		Scenario Presentations	1.75		
FRIDAY = 2.75	Time Block	ID#	Training Module	Hrs.	Instructor	Location
	7:45 - 8:00		Uniform Inspection	.25		
	8:00 - 9:00		Loading/Unloading Chain Bus	1.0		
	9:00 - 10:00		Vehicle Maintenance/Inspection	1.0		
	10:00 - 10:30		Evaluations	.50		

**Total Hours: 40**

**NEW TRANSPORTATION OFFICER TRAINING PROGRAM**  
**SYLLABUS – WEEK 1 FY 14 – 15**

**Course Introduction**

This course is designed to familiarize the shooter with the safe and effective operation of the semi-automatic pistol. The participant must pass a written exam with a score of 75% or more and pass a live fire qualification with a score of 80% or more.

**Pistol Familiarization Lab**

This course is designed to give each participant in-depth information concerning the design and construction of the semi-automatic pistol as well as the components and safety mechanisms

**Shooting Principles Lab**

The primary objective for every shooter should be accuracy, consistency, speed and safety. These are the skills that every shooter strives to perfect. In order to achieve this objective a shooter must know and practice the basic fundamentals of shooting each time he or she pulls the trigger.

**Familiarization Practicum**

During this course the participant will become familiar with the firing stance, grip, trigger management, sight alignment, and loading and unloading the weapon.

**Shooting Drills**

This class provides the participant with information and practice regarding firing the weapon including the three step draw stroke, alternative shooting platforms, shooting on the move, and engaging multiple targets.

**Low Light Shooting**

Participants will practice shooting in low light conditions to evaluate the changes in the vision capabilities under these circumstances.

**Live Fire Drills**

Participants will participate in live fire rounds on the shooting range.

### **Stoppage Reduction Drills**

The participant will be given instructions in malfunctions that may interrupt the firing cycle and methods to safely clear the weapon.

### **Qualification Practice**

Participants will be given time to practice firing the weapon prior to attempting the official qualification course.

### **Qualification**

Participants will fire a total of 50 rounds during this portion and must attain a score of 80% or more to continue in the program.



## **WORKSHOPS**

The following is a list of workshops that are provided for a variety of specialty groups. The information provided to them is designed and delivered on an as needed basis.

**Chemical Agent Instructor Training** - This is a one-day course designed to train instructors for the use of chemical agents in our department.

**Taser Instructor Certification/Recertification Training** – This is a two-day course to either certify or recertify Taser Instructors

**Disciplinary Board Training** – This workshop is for either newly appointed Chairpersons or existing Chairpersons who need a refresher. Participants will review policy, discuss any changes needed and will have an opportunity to meet with a representative from the Legal department to discuss legal questions.

**Visitation Supervisors' Training** – This workshop is for either newly appointed Visitation Supervisors or existing Supervisors who need a refresher.

**Fire/Safety Officer Training** – This workshop allows fire/safety officers to come together to discuss issues or problems in their area of responsibility. This workshop is sometimes held at other locations.

**Sanitation Officer Training** – This workshop is for newly appointed Sanitation Officers to receive instruction in their field of responsibility.

**Training Design Team** – This workshop is for Training Specialists in the facilities to come together for the purpose of designing the following years' training based on needs identified by supervisors or through evaluations.

**IN-SERVICE TRAINING SCHEDULES  
AND COURSE SYLLABUS**

### ***ANNUAL IN-SERVICE TRAINING – FY 2014-2015***

All routine annual In-Service training, Day 1, Day 2 and Day 3 will be conducted on site at Adult Services, Field Services and Children's Services locations. The curriculum will be provided by the Academy. In-Service training may also be accomplished by attending job specific training at local Technical Centers or training workshops and seminars.

**TDOC IN-SERVICE SECURITY/CORPORAL/TRANSPORTATION OFFICER/CORE TRAINING  
FY 2014-2015**

MONDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
			Orientation/Introductions			In-House Day 1 Core Curriculum	
			Title VI				
			Emergency Operation Plans				
			Four Minute Response				
			Tuberculosis Prevention and Control				
			Suicide Prevention				
			Drug-Free Workplace				
			STG Identification				
			Fire/Safety Update				
			Prison Rape Elimination Act (every 2 years)				
			HIV/AIDS (every 2 years)				
TUESDAY = 7.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 11:00		Game Show (Workplace Harassment/Social Media/Staff Relations)	3.0		Day 2 Core	
	11:00 - 12:00		Lunch				
	12:00 - 1:30		Documentation for Corrections	1.5			
	1:30 - 3:30		Look Sharp, Act Sharp, Be Sharp	2.0			
	3:30 - 4:30		TDOC Overview	1.0			
WEDNESDAY = 8.0	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 9:30		Taking The Initiative	1.5		Day 3 Core	
	9:30 - 11:00		Modeling/Mentoring	1.5			
	11:00 - 12:00		Lunch				
	12:00 - 2:00		Constructive Criticism	2.0			
	2:00 - 4:00		Team Act Update	2.0			
	4:00 - 5:00		Mental Health Levels of Care	1.0			
THURSDAY = 7.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 9:00		Radio Etiquette	1.0			
	9:00 - 11:00		Anger/Stress Management	2.0			
	11:00 - 12:00		Lunch				
	12:00 - 1:30		Use of Force – In-House Policy	1.5			
	1:30 - 3:00		Active Shooter – Institutional EOP Procedures	1.5			
	3:00 - 4:30		Effects of Contraband	1.5			
FRIDAY = 8.5	Time Block	ID#	Training Module	Hrs.	Instructor	Location	
	8:00 - 11:30		Firearms Lab	3.5			
	11:30 - 12:30		Lunch				
	12:30 - 3:30		Firearms Qualification	3.5			
	3:30 - 4:30		Chemical Agents	1.0			
	4:30 - 5:00		Evaluations	.5			

40 Hours

## ***TDOC IN-SERVICE TRAINING COURSE SYLLABUS***

The schedule is designed to allow facilities to train all classifications of employees at the same time for the majority of the schedule. Monday's schedule contains all the topics that are required to be covered during Day 1 Core. Tuesday and Wednesday's schedule contains generic topics that can be attended by any employee. Thursday and Friday's schedule begins to be more Security structured but could be attended by other staff as deemed appropriate.

### **Monday – Day 1 Core Curriculum:**

Participants will receive instruction on all the topics that are required to be given each year per TDOC Policy 110.05 – In-Service Training Policy. Time values will vary for each class based on the facility emphasis.

### **Game Show – Workplace Harassment/Social Media/Staff Relations:**

This class is presented in a game show format that allows the class to compete for points while answering questions based on the topics of Workplace Harassment, Social Media Issues and Staff Relations. The questions are taken from TDOC Policy or previously delivered lesson plan material.

### **Documentation for Corrections:**

This class is a continuation of last year's class regarding Documentation Etiquette. Instruction will include how to correctly complete institutional disciplinarys and proper completion of CR-forms that are utilized routinely such as tool control forms, sanitation forms, incident reports, etc. Copies of forms with common errors could be provided to the class for group analysis and corrections.

### **Look Sharp, Act Sharp, Be Sharp:**

This class will focus on the aspect of presenting a commanding presence. The manner in which employees are perceived can make a situation more volatile or can decrease the tension. The class would focus on analyzing each individual's persona and the class could provide examples of situations that could have turned out differently if a different presence had been involved.

### **TDOC Overview:**

This class will focus on the changes that have taken place in our department and the different missions of many of our facilities as well as the restructuring of the Field Service districts.

**Taking the Initiative:**

It is easy to keep quiet from the fear of not being accepted when we see something that is not “right”. We will often let it go to avoid confrontation. Learning the skills to get things done or remembering that we each must take the first step to get the task done is important. What can we do better tomorrow? This is a motivational type class encouraging employees to take the initiative on daily decisions.

**Modeling/Mentoring:**

This class will define the difference between modeling and mentoring and the dynamics involved in presenting a positive example. Our facilities hire new employees frequently and those employees need positive examples. Following policy and setting the correct example is critical to their success. All employees can be mentors and models by doing the correct thing all the time.

**Constructive Criticism:**

No one likes to be corrected but how can we learn to handle corrective criticism? How can we take what has just been said and understand that it was done in our best interest? Better still, how can we give constructive criticism? Regardless of what needs to be said, the message can be delivered while maintaining the dignity of the other employee. Different personality types will be discussed to aid in understanding how to approach them.

**Team Act Update:**

Participants will be provided information regarding the team act and how it applies to them.

**Overview – Mental Health Levels of Care:**

This class is to help all staff better understand the levels of mental health care of inmates. How do you approach someone who might be suffering from a mental health issue versus someone who poses a discipline problem? Information will be provided on how inmates are classified to the level they are on.

**Radio Etiquette:**

This class discusses proper etiquette when it comes to the radios. It is important for everyone to understand that their need is not the only one that matters. Talking over people, having long conversations or talking about confidential matters are just a few issues that will be discussed. Employees need to be reminded to refrain from using codes and understand the full functions of a radio.

### **Anger/Stress Management:**

Often when employees get stressed their language and attitude becomes negative which leads to an unhealthy level of stress or anger. Not everyone copes with stress or anger in the same manner. This class will provide the necessary skills to calm ourselves down as well as techniques to allow employees to change their outlook when dealing with a stressful situation.

### **Use of Force/In-House Policy:**

This class will involve instruction on TDOC Policy 506.08 – Use of Force/Use of Weapons for Deadly Force and how each facility's policy differs from this policy.

### **Active Shooter – Institutional EOP Procedures:**

This class is designed to help employees understand what to do in the event of an active shooter at their individual facility. How should they react? What steps need to be addressed?

### **Effects of Contraband:**

This class will explore the effects of contraband. What is the chain reaction to bringing in contraband? What are the signs an employee may be bringing in contraband? How do we get away from the feeling that we are “snitches” if we report behaviors? The class will explore how it is brought in and where inmates hide it once they get it.

### **Firearms Lab:**

The purpose of this course of instruction is to refresh your knowledge in policy and procedure regarding the use of deadly force, criteria for firearms qualification and authorization to carry firearms as well as the safe and proper handling of firearms.

### **Firearms Qualification:**

Security staff will complete the required course of fire to requalify with all weapons.

### **Chemical Agents:**

When it becomes necessary for correctional staff to use force against an inmate, the Tennessee Department of Correction provides approved options for the application of that force. One of these approved options is the appropriate use of chemical agents to subdue an inmate. Through the use of lecture and video, a certified instructor will review Departmental Policy 506.07.1 "*Use of Chemical Agents*" and cover the proper use, handling and delivery applications of aerosol oleoresin capsicum or “pepper spray”. First-Aid procedures for those exposed to oleoresin capsicum will be discussed. The correct application of the standard issue aerosol delivery canister will be demonstrated by the instructor using inert agent on a "B-27" silhouette target, with each participant required to give a return demonstration.



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